

A MICHELIN GROUP COMPANY



# NexTraq LLC – NexTraq ELD

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## **Document Information**

## Version History

| Version   | Date     | Author             | Reviewer      |
|-----------|----------|--------------------|---------------|
| 1806/1816 | 11/21/18 | Precious Mae Cenia | Roel Sinadjan |
| 1817/1824 | 01/07/19 | Precious Mae Cenia | Roel Sinadjan |

## Sign Off

### NexTraq LLC

| Title        | Name | Signature | Date |
|--------------|------|-----------|------|
|              |      |           |      |
| Partner Name |      |           |      |
| Title        | Name | Signature | Date |



## Change Log

| Page         | Modified Section   |
|--------------|--|
| Page 21      | Updated 2.1.4 Driving Rules>Exceptions (No Logs for Non-Commercial Motor Vehicle)  |
| Page 33      | Updated 3.2 Changing the Driver's Duty Status  |
| Page 34      | Updated 3.4 Recap  |
| Page 35      | Updated 3.5 Start Break (Additional 10 hours Sleeper break type in USA)  |
| Page 38      | Updated 3.6 Data Transfer (Selection of vehicle dialog before Data Transfer options)   |
| Page 64      | Updated 5.2.12 Edit a Log > Modify Log Event (Updated note on Reason field being required for ELD mode only)   |
| Page 66 & 68 | Updated 5.2.12 Edit a Log > Pending Edit Requests (Includes displaying of requested edit beyond the displayed logs on logs drawer)                     |
| Page 82      | Updated 5.4.2 DVIR Feature – Hours of Service Main Screen (Alert is sent also in trailer that begins to drive without having done a Pre-Trip DVIR)     |
| Page 94      | Updated 6.3 Inspection Screen – Start Review (Updated note on not showing vehicle and trailer information for driver that has been in OffDuty all day) |
| Page 99      | Updated 7.5 Managing Vehicles / Trailers ('Allow drivers to manage equipment' permission)  |
| Page 100     | Updated 7.5.1 Manage Vehicles / Trailers – Delete  |
| Page 101     | Updated 7.5.2 Manage Vehicles / Trailers – Edit  |
| Page 102     | Updated 7.5.3 Manage Vehicles / Trailers – Add   |

This section includes the following pages with the modified section details:

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## Change History

This section details what changes have been made in order to prompt a new version of this product specification:

| Version | Date | Author(s) | Section Page<br>No. | Change |
|---------|------|-----------|---------------------|--------|
|         |      |           |                     |        |
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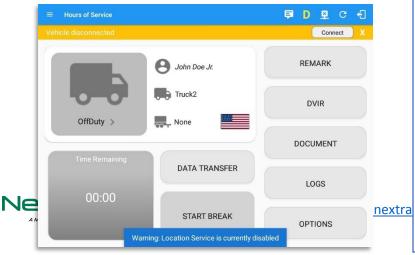
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### 1 Main Screen

The Hours of Service main screen is where you log your duty status events and which, in turn, determines your compliance with FMCSA Hours of Service Regulations. This screen also serves as your gateway to the rest of the



The main screen also provides essential information about the app's user:

- **Driver Name**: Displays the name of the driver who is logged in and whose logs are displayed.
- Vehicle Name: Displays the driver's vehicle name.
- **Trailer Name**: Display's the driver's trailer name.

**Note**: Can tap Vehicle and Trailer name to display Switch Vehicle Dialog.

### app's features.

#### 1.1 Using the HOS Action Bar

The HOS Action Bar is the starting point for navigating to the different pages within the app and is always present in the app's topmost portion:

| Hours of | Service |
|----------|---------|
|          |         |

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The action bar features the following navigational controls of the app:

| Action Tool Name             | Action Tool Icon | Description  |
|------------------------------|------------------|--|
| Main navigation<br>hamburger | Ш                | Tap to open the main navigation menu of the application  |
| Refresh Button               | C                | Tap to manually refresh the data in the app<br>page. Hidden under submenu icon once<br>all icons are present.  |
| Logout Button                | ÷                | Tap to log out of the app, this will also set<br>your status to Off Duty. Hidden under<br>submenu icon once all icons are present.   |
| Malfunction Button           | Μ                | Tap to see uncleared Malfunctions  |
| Data Diagnostics Button      | D                | Tap to see uncleared Data Diagnostics.<br>Turns into an accent color (based on the<br>app's theme) if there are new events and<br>turns white when already viewed.   |
| VBUS Connectivity            | <u>((*))</u>     | Indicates that the device is connected to a<br>VBUS device and turns to when<br>disconnected. Hence, connection<br>interruptions may occur which will turn into<br>flashing icon while in a reconnecting<br>state. |



| Pending Edit Request<br>Button | ē       | Tap to display the pending edit request<br>dialog, edit request is from Motor Carrier<br>Edit Suggestions, correction of errors with<br>Team Drivers, and Events logged under<br>Unidentified Driver Profile. |
|--------------------------------|---------|---|
| Connect Button                 | Connect | Tap to display a dialog to Connect to<br>Vehicle's VBUS Device. It has the same<br>capabilities as the VBUS icon 2.   |

### 2 Customizing the NexTraq ELD App Preferences

The app's settings and preferences can be customized in the Hours of Service Preferences screen.

To navigate to this part of the app, select the  $\equiv$  icon or swipe the screen to the right to display the main navigation menu, select the **Settings** option and then select the **Hours of Service** option, this will display the Settings screen.

#### 2.1 Hours of Service Settings

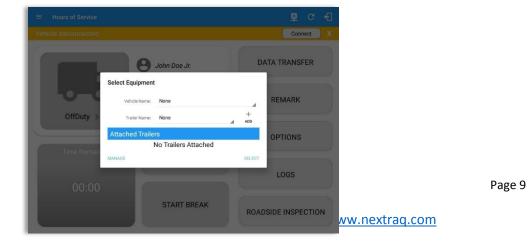
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#### 2.1.1 Set Hours of Service Preferences

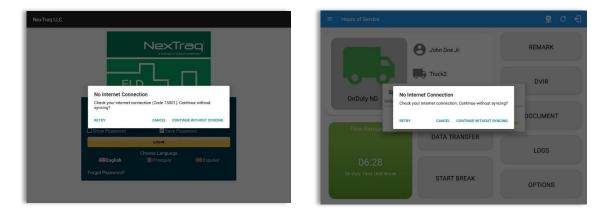
This is where the basic driver, vehicle, carrier and shipping data is entered and stored within the app. The identification data stored here is then used by the app, web portal and in the driver's daily log report.

#### After logging in to the app for the first time

When the app is used for the first time, the driver is taken directly to the Main Dashboard after which a Select Equipment dialog box will be displayed. It will continue to display until the user chooses a specified vehicle and trailer (if needed) to use. Driver can select option 'None' to use the app without selecting a vehicle.



**Note:** If you are logging in to the device that has no internet connection, the driver can login successfully to the app only if driver have logged in to the device before. Tap 'Continue without syncing' button to login. Logging into the app when app server is down will prompt a dialog stating that 'Unable to Communicate with HOS server. Check your internet connection displayed'.



#### 2.1.2 Capturing the Driver's Signature

The application can capture the signature of the driver which is then used for digitally certifying a log. To create the driver signature, select the main navigation hamburger, select the **Settings** option and then select **Hours of Service**:



|   | Hours of Service      |                     |             |        |
|---|-----------------------|---------------------|-------------|--------|
| Vehicle Data Settings<br>Vehicle Bus Data Configuration | Driver Information    |                     |             |        |
| Communications<br>Communications Options                | Driver                | John                | Doe         | Jr.    |
| Privacy<br>Privacy Policy                               | CDL # & Issuing State | 147893652           |             | IA     |
| Legal<br>EULA License Agreement                         | Email                 | johndoe.jr@gmail.co | om          |        |
| About   |                       | a                   | Change Pass | word   |
| Device<br>Perice Preferences                            | Signature             | John                |             | )oe Jr |
|   | Carrier Information   |                     |             |        |
|   | Carrier               | XYZ Trucking Co     | ompany 👻    |        |
|   | Carrier DOT No        | 123456789           |             |        |

Create your signature h

🗳 C 🕄

The Driver Information section of the screen will be displayed along with any signature that has been created for the driver. Tap on

the icon to create or change the signature.

Create or update your signature in the app by using your finger to create your

CLEAR Conection

Tap the Done button to save your signature. You can also select the Clear button to clear the captured signature and start again.



The carrier information can also be set from within the Hours of Service section (*main navigation hamburger > Settings > Hours of Service*). You can scroll the screen down to the *Carrier Information* section:

| rier Information<br>Carrier<br>Carrier DOT No<br>Main Office<br>Phone #<br>Home Terminal | XYZ Company LLC<br>258963147<br>926 Jail Drive<br>Macomb<br>309-997-2116<br>926 Jail Drive<br>Macomb | •                      | 61455       |
|--|--|------------------------|-------------|
| Carrier DOT No<br>Main Office<br>Phone #<br>Home Terminal                                | 258963147<br>926 Jail Drive<br>Macomb<br>309-997-2116<br>926 Jail Drive                              | 11.                    |             |
| Main Office<br>Phone #<br>Home Terminal  | 926 Jail Drive<br>Macomb<br>309-997-2116<br>926 Jail Drive   |                        |             |
| Phone #<br>Home Terminal   | Macomb<br>309-997-2116<br>926 Jail Drive   |                        |             |
| Phone #<br>Home Terminal   | 309-997-2116<br>926 Jail Drive   |                        |             |
| Home Terminal  | 926 Jail Drive   | IL                     |             |
|  |  | IL                     | )(          |
|  | Macomb   | IL                     |             |
| ing Bulan  |  |                        | 61455       |
| ing Rules  |  |                        |             |
| Country  | USA  |                        |             |
| Cycle USA  | US 70hr8days   |                        |             |
| Home Terminal Time Zone  | Central (CST6CDT)  |                        |             |
| for the follo  | wing:  |                        |             |
|  |  | e<br>Number<br>Address | e<br>Number |

Home Terminal Details of the driver

**Note:** The driver is allowed to select a specific Carrier Information if 'Allow driver ability to change carrier' in portal->settings->account setting under Portal Controls and 'Allow Carrier Change' in Drivers Management page are enabled.



#### 2.1.4 Driving Rules

This is where you change the HOS rules or the Federal Motor Carrier Safety Administration's (FMCSA) regulations that govern the hours that a commercial vehicle driver can legally accumulate driving or being on duty for a motor carrier in a working day and week. This is also where you apply the HOS rules exceptions.

The driving rules can also be set from within the Hours of Service section (*main navigation hamburger > Settings > Hours of Service*). You can scroll the screen down to the *Driving Rules* section:

|   | Hours of Service                         |                          |   |
|---|--|--------------------------|---|
| GPS<br>GPS Preferences                                  | Driving Rules                            |                          |   |
| Vehicle Data Settings<br>Vehicle Bus Data Configuration | Country                                  | USA                      | * |
| Communications<br>Communications Options                | Cycle USA                                | US 70hr8days             |   |
| Privacy<br>Privacy Policy                               | Home Terminal Time Zone                  | Central (CST6CDT)        | - |
| Legal<br>EULA License Agreement                         | Start Hour of Day                        | 12 am                    |   |
| About   | Cargo                                    | Property                 | Ŧ |
| Device  | Switch to Intrastate rules when possible | •                        |   |
| Device Preferences                                      | Use 34 Hour Restart                      |                          |   |
|   | Use Canadian Off Duty Deferral           |                          |   |
|   | Add or remove exemption                  | Exceptions               |   |
|   | Other                                    |                          |   |
|   | Lock Screen Style                        | Remaining to violation 👻 |   |
|   | Use GridView Editing                     |                          |   |

Select the appropriate HOS rules that you would like the app to use from the drop-down list. You can customize the region, cycle, cargo, exceptions and time zone rules.

#### **Region**



This is where you can set the region. The options are USA and Canada. The cycle and exceptions displayed are dependent on which region has been set by the driver.

| ← Settings                               |                          | ē G 🕄                      |                 |
|--|--------------------------|----------------------------|-----------------|
| Vehicle disconnected                     |                          | Connect                    |                 |
| Driving Rules                            |                          |                            |                 |
| Country                                  | USA                      |                            |                 |
| Cycle USA                                | Canada                   |                            |                 |
| Home Terminal Time Zone                  | Asia/Manila              |                            |                 |
| Start Hour of Day                        | 12 am                    |                            |                 |
| Cargo                                    | Property                 | •                          |                 |
| Switch to Intrastate rules when possible |                          |                            |                 |
| Use 34 Hour Restart                      | •                        |                            |                 |
| Use Canadian Off Duty Deferral           |                          |                            |                 |
| Add or remove exemption                  |                          |                            | <b>₽</b> D ₽    |
| Other                                    |                          |                            |                 |
| Lock Screen Style                        | Remaining to violation 👻 | Vehicle disconnected       | Connec          |
| Use GridView Editing                     |                          |                            |                 |
| Email Service Provider                   | SERVER +                 | S John Doe Jr.             | RECAP           |
| PDF Report Fmail                         | recinient@domain.com     |                            |                 |
|  |                          | Change Cycle               |                 |
|  |                          | USA Canada                 | ROADSIDE INSPEC |
|  |                          | OffDuty >                  |                 |
|  |                          | Cycle US 70hr8days         | _4              |
|  |                          |                            | DVIR            |
|  |                          | Time Remaining Cancel Save |                 |
|  |                          |                            |                 |
|  |                          |                            | LOGS            |
|  |                          | 00:00                      |                 |
|  |                          |                            |                 |
|  |                          | START BREAK                | OPTIONS         |

#### Note:

- If the region selected is Canada, then the condition "Canada Off-Duty Deferral" is enabled. This means that you are allowed to get an extra two hours of driving and on duty in a 24-hour period (day 1) and take the required extra two hours off on the following day (day 2). The Deferral status is shown on the Driver's Daily Logs.
- A remark will be recorded in Edit Logs screen with a note 'Changed to USA ruleset' or 'Change to Canada ruleset' if region is changed via the Setting screen or in Main Dashboard screen>Change Cycle dialog.

#### <u>Cycle</u>



This is where you can set the consecutive multi-day duty period which the driver will follow. Choosing a cycle will take into effect the corresponding legal limitations on the hours that can be used by the driver in a 7 day or 8 day working cycle.

#### **Available Cycle Rules Options**

#### Interstate - Federal Rules

|                         | Cycle  | Shift Limit | Drive Limit | Until Break | Break Left |
|-------------------------|--------|-------------|-------------|-------------|------------|
| US60hr7days             | 7 days | 14 hours    | 11 hours    | 8 hours     | 30 minutes |
| US70hr8days             | 8 days | 14 hours    | 11 hours    | 8 hours     | 30 minutes |
| Alaska70hr7days         | 7 days | 20 hours    | 15 hours    | 8 hours     | 30 minutes |
| Alaska 80 hr 8 days     | 8 days | 20 hours    | 15 hours    | 8 hours     | 30 minutes |
| California 80 hr 8 days | 8 days | 16 hours    | 12 hours    | N/A         | N/A        |

#### Intrastate Cycle Rules

|                         | Cycle  | Shift Limit | Drive Limit | Break Limit |
|-------------------------|--------|-------------|-------------|-------------|
| Alabama 60 hr 7 days    | 7 days | 15 hours    | 10 hours    | N/A         |
| Alabama 70hr8days       | 8 days | 15 hours    | 10 hours    | N/A         |
| Florida 70hr7days       | 7 days | 16 hours    | 12 hours    | N/A         |
| Florida 80hr8days       | 8 days | 16 hours    | 12 hours    | N/A         |
| Illinois 60hr7days      | 7 days | 14 hours    | 11 hours    | N/A         |
| Illinois 70hr8days      | 8 days | 14 hours    | 11 hours    | N/A         |
| Maryland 70hr7days      | 7 days | 16 hours    | 12 hours    | N/A         |
| Maryland 80hr8days      | 8 days | 16 hours    | 12 hours    | N/A         |
| Massachusetts 60hr7days | 8 days | 14 hours    | 11 hours    | N/A         |
| Massachusetts 70hr8days | 8 days | 14 hours    | 11 hours    | N/A         |
| Michigan 60hr7days      | 7 days | 14 hours    | 11 hours    | 30 minutes  |



| Michigan 70hr8days       | 7 days  | 14 hours | 11 hours | 30 minutes |
|--------------------------|---------|----------|----------|------------|
| New Hampshire 60hr7days  | 7 days  | 14 hours | 11 hours | N/A        |
| New Hampshire 70hr8days  | 8 days  | 14 hours | 11 hours | N/A        |
| New York 60hr7days       | 7 days  | 14 hours | 11 hours | N/A        |
| New York 70hr8days       | 8 days  | 14 hours | 11 hours | N/A        |
| North Carolina 70hr7days | 7 days  | 16 hours | 12 hours | N/A        |
| North Carolina 80hr8days | 8 days  | 16 hours | 12 hours | N/A        |
| North Dakota 70hr7days   | 7 days  | 16 hours | 12 hours | N/A        |
| Pennsylvania 60hr7days   | 7 days  | 14 hours | 11 hours | N/A        |
| Pennsylvania 70hr8days   | 8 days  | 14 hours | 11 hours | N/A        |
| South Carolina 70hr7days | 7 days  | 16 hours | 12 hours | N/A        |
| South Carolina 80hr8days | 8 days  | 16 hours | 12 hours | N/A        |
| Tennessee 60hr7days      | 7 days  | 14 hours | 11 hours | N/A        |
| Tennessee 70hr8days      | 8 days  | 14 hours | 11 hours | N/A        |
| Texas 70hr7days          | 7 days  | 15 hours | 12 hours | N/A        |
| Wisconsin 70hr7days      | 70 days | 16 hours | 12 hours | 30 minutes |
| Wisconsin 80hr8days      | 80 days | 16 hours | 12 hours | 30 minutes |
| Vermont 60hr8days        | 7 days  | 14 hours | 11 hours | N/A        |
| Vermont 70hrs8days       | 8 days  | 14 hours | 11 hours | N/A        |
| Virginia 70hr7days       | 7 days  | 16 hours | 12 hours | N/A        |
| Virginia 80hr8days       | 8 days  | 16 hours | 12 hours | N/A        |

## Canada Cycle Rules



|                          | Cycle  | Shift Limit | Drive Limit | Break Limit |
|--------------------------|--------|-------------|-------------|-------------|
| Canada 70hr7days South   | 7 days | 16 hours    | 13 hours    | 30 minutes  |
| Canada 120hr14days South | 7 days | 16 hours    | 13 hours    | 30 minutes  |
| Canada 80hr7days North   | 7 days | 20 hours    | 15 hours    | 30 minutes  |
| Canada 120hr14days North | 7 days | 20 hours    | 15 hours    | 30 minutes  |
| Alberta Province         |        | 15 hours    | 13 hours    | 30 minutes  |

|   | Hours of Service                                      |                      |   |
|---|---|----------------------|---|
| GPS<br>GPS Preferences                                  | Driving Rules   |                      |   |
| Vehicle Data Settings<br>Vehicle Bus Data Configuration | Country   | USA                  | - |
| Privacy<br>Privacy Policy                               | Cycle USA   | US 70hr8days         |   |
| About   | Home Terminal Time Zone                               | Alaska 70hr7days     |   |
| Device<br>Device Preferences                            | Start Hour of Day                                     | Alaska 80hr8days     |   |
|   | Cargo   | Alabama 60hr7days    |   |
|   | Switch to Intrastate rules when possible              | Alabama 70hr8days    |   |
|   | Use 34 Hour Restart<br>Use Canadian Off Duty Deferral | California 80hr8days |   |
|   | Add or remove exemption                               | Florida 70hr7days    |   |
|   | Other   | Florida 80hr8days    |   |
|   | Lock Screen Style                                     | Illinois 60hr7days   |   |
|   | Use GridView Editing                                  | Illinois 70hr8days   |   |
|   |   | Maryland 70hr7days   |   |

Any of the above cycle rules are depending on the region selected and can be applied given the appropriate rule from the region drop down list.

#### • Intrastate to Interstate driving rules

If the driver is operating in intrastate mode and is crossing over a state line then the app automatically switches to federal rules. A dialog will display confirming that the driving rules have changed right after crossing boundaries.



**₽ ₽** C €

ROADSIDE INSPECTION

TIONS

DVIR

SHIFT/CYCLE

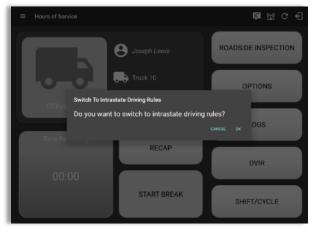
## Example: SouthCarolina80hr8days to US70hr8days or SouthCarolina70hr7days to US60hr7days Time Remaining RECAP 07.59 0 Duy The Unit Break

#### • Interstate to Intrastate driving rules

The driver must also follow the Federal HOS regulations for a short period of time while operating in interstate commerce. If the driver were using the 60-hour/7-day schedule, he must follow the Federal HOS regulations for the next 7 days having done operating in interstate commerce. If you were using the 70-hour/8-day schedule, you must follow the Federal hours-of-service regulations for the next 8 days after you finish operating in interstate commerce.

#### Note:

To perform intrastate check, enable the option available in the Settings > HOS Preferences (however this check is optional). The user has the ability to whether or not perform to the checking.



Also, it is important for the driver to monitor the cycle used for the past 7 or 8 days.

#### <u>Cargo</u>

This will set the applicable Hours of Service rules for property carrying or passenger carrying commercial vehicles.



#### Available Cargo Rules Options

- Property the 11 and 14 hours rule will apply
- Passenger the 10 and 15 hours rule will apply

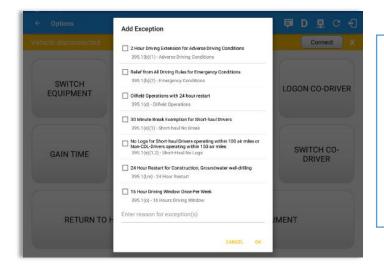
|   | Hours of Service                         |                   |            |       |
|---|--|-------------------|------------|-------|
| GPS<br>GPS Preferences                                  |  | 790 James Avenue  |            |       |
| Vehicle Data Settings<br>Vehicle Bus Data Configuration | Home Terminal                            | Wichita           | IL         | 61455 |
| Privacy<br>Privacy Policy                               | Driving Rules                            |                   |            |       |
| About   | Country                                  | USA               |            |       |
| Device<br>Device Preferences                            | Cycle USA                                | US 70hr8days      |            | 2     |
| Jevice Preferences                                      | Home Terminal Time Zone                  | Central (CST6CDT) |            |       |
|   | Start Hour of Day                        | 12 am             |            |       |
|   | Cargo                                    | Property          |            |       |
|   | Switch to Intrastate rules when possible | Passenger         |            |       |
|   | Use 34 Hour Restart                      | •                 |            |       |
|   | Use Canadian Off Duty Deferral           |                   |            |       |
|   | Add or remove exemption                  |                   | Exceptions |       |
|   | Other                                    |                   |            |       |

#### **Exceptions**

The options that appear when tapping the *Exceptions* button will allow the driver to avail of exceptions from the Hours of Service rules for as long as certain conditions are met as stipulated the Hours of Service section of the Code of Federal Regulations (49 CFR Part 395.1-Hours of Service of Drivers-Scope of rules in this part) and other pertinent FMCSA regulations.



#### **Available US Exceptions Options**



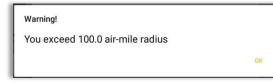
Select the appropriate exception from the list. You must then enter a reason for applying the exception in the Enter reason for exception(s) field. Once complete, select the **OK** option to apply the selected exception.

**Note**: Exceptions are different depending on the Region selected.

• 2 Hour Driving Extension

for Adverse Driving Conditions

- Relief from all driving rules for Emergency Conditions
- Oilfield Operations with 24-hour restart
- 30 Minute Break Exemption for Petroleum Tank Drivers
- 30 Minute Break Exemption for Short-Haul Drivers
- 30 Minute OnDuty break for Asphalt drivers
- No Logs for CDL Short-haul Drivers operating within 100 air miles (12 hour shift) **Note**: A warning dialog is displayed if the short haul driver broken the 100 air miles from the home terminal.



- No Logs for Short-haul Asphalt, Ready-Mixed Concrete Drivers or Non-CDL-Drivers operating within 150 air miles (14 hour shift)
- 24 Hour Restart for Construction, Groundwater well-drilling
- 16 Hour Driving Window

**Note**: '16 Hour Driving Window' exception can only be used once for the last 7 days or in every 70hr cycle, if the driver attempted to enable the exception an error dialog will display stating the following:

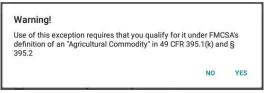
| Error   |
|---|
| The "16 Hour Driving Window Once Per Week" exception is<br>already used in the current cycle. |

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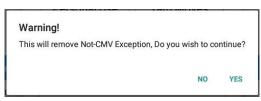
ок

However, it is possible for the driver to add another '16 Hour Driving Window' exception when a cycle reset has occurred. Nevertheless, the driver will need to wait for the current cycle to end to be able to add the exception again.

- Utility Service Vehicle
- 30 Minute Break Exemption for Specialized Carriers & Rigging Association (SC&RA)
- Agricultural Operations *Note:* A confirmation dialog is displayed when using 'Agricultural Operations' exception.



- Transport of Commercial Bees, Livestock
- Hi-rail 2-hour travel exclusion 395.1(w)
- Driver salesperson 395.1(c)
- Relief from Driving rules for State of Emergency 390.23
- California flammable tank drivers may drive 10 hours within a work shift
- No Logs for Non-Commercial Motor Vehicle
- *Note*: A warning dialog is displayed upon attempting to add a new event in current time while in Not-CMV exception. Tap Yes button to remove exception or tap No button to cancel.



#### Available Canada Exceptions Options



| ← Options            |   | <b>₱ D ₽</b> C €     |
|----------------------|---|----------------------|
| Vehicle disconnected | Add Economics   | Connect X            |
| SWITCH<br>EQUIPMENT  | Add Exception  Hour Driving Extension Special Permit 62 - 2 Hour Driving Extension Permit OII Well Service Permit 63 - OII Well Service Permit  | LOGON CO-DRIVER      |
| GAIN TIME            | CanEmergencyConditions 76(1) - Emergency Conditions 2 Hour Driving Extension for Adverse Driving Conditions 76(7,3) - Adverse Conditions No logs for drivers operating within 160km of home terminal 81 - No Logs | SWITCH CO-<br>DRIVER |
| RETURN TO H          | Enter reason for exception(s)   | IMENT                |

- 2 Hour Driving Extension Special Permit
- Oil Well Service permit
- CanEmergencyConditions
- 2 Hour Driving Extension for Adverse Driving Conditions
- No Logs for drivers operating within 160km of home terminal

#### Available Alberta Province Exceptions Options

|            |  |          |   |   | D |  |                      |
|------------|--|----------|---|---|---|--|----------------------|
| Star       | t Time: 12AM   |          | 🔶 Tue May 29, 2018 —  |   |   |  | Albe                 |
| (<br>Viola | M 1 2<br>F<br>B<br>D<br>L<br>I<br>M<br>I<br>M<br>I<br>M<br>M | 3 4 5    | 6         7         9         10         11         N         1         2         3         4         5         6           Add Exception | 7 |   |  | 10<br>00<br>00<br>11 |
|            |  | Start    | 2 Hour Driving Extension for Adverse Driving Conditions 76(2,3) - Adverse Conditions  |   |   |  |                      |
| 1          | OffDuty  | 12:00 A  | Enter reason for exception(s)   |   |   |  | -                    |
| 2          | Remark   | 08:46 AP |   | - |   |  | ED                   |
| 3          | OnDuty ND  | 08:47 A  | CANCEL OK   | 0 |   |  | E                    |
| 4          | Remark   | 08:47 AM | Switched trailer Trailer1,<br>Trailer2  |   |   |  | E                    |
| 5          | Driving  | 08:48 AM | 51m   |   |   |  | E                    |
| 6          | Remark   | 08:48 AM | Pre-trip DVIR not<br>performed for Trailer<br>Trailer, Vrhicle Trailer<br>Trailer2, Vehicle Truck2  |   |   |  |                      |
| 112        | Remark   | 08-49 AM | Completion of Pre-trip  |   |   |  |                      |

- CanEmergencyConditions
- 2 Hour Driving Extension for Adverse Driving Conditions



#### <u>Time Zone</u>

|   | Hours of Service                                      |                    |   |       |
|---|---|--------------------|---|-------|
| GPS<br>GPS Preferences                                  |   | Macomb             | L | 61455 |
| Vehicle Data Settings<br>Vehicle Bus Data Configuration | Driving Rules   |                    |   |       |
| Communications<br>Communications Options                | Country   | USA                |   | ,     |
| Privacy<br>Privacy Policy                               | Cycle USA   | US 70hr8days       |   |       |
| Legal<br>EULA License Agreement                         | Home Terminal Time Zone                               | Hawaii             |   |       |
| About   | Start Hour of Day                                     | America/Anchorage  |   |       |
| Device<br>Device Preferences                            | Cargo   | Pacific (PST8PDT)  |   |       |
|   | Switch to Intrastate rules when possible              | Mountain (MST7MDT) |   |       |
|   | Use 34 Hour Restart<br>Use Canadian Off Duty Deferral | Saskatchewan       |   |       |
|   | Add or remove exemption                               | Central (CST6CDT)  |   |       |
|   | Other   | Eastern (EST5EDT)  |   |       |
|   | Lock Screen Style                                     | Atlantic           |   |       |
|   |   |                    |   |       |

| Select the driver's Home Terminal tin zone. Time zones available are:  | ne |
|--|----|
| Hawaii<br>America/Anchorage<br>Pacific Time (PST8PDT)<br>Mountain Time (MST7MDT)<br>Saskatchewan<br>Central Time (CST6CDT)<br>Eastern Time (EST5EDT)<br>Atlantic<br>Canada/Newfoundland<br>Asia/Manila |    |

#### **PDF Report Email Recipients**

You can set the default recipients of your Driver Daily Log PDF report in the part of the Settings Menu.

| GPS   |  |                          |   |
|---|--|--------------------------|---|
| GPS Preferences   | Cycle USA                                | US 70hr8days             | Ť |
| Vehicle Data Settings<br>Vehicle Bus Data Configuration | Home Terminal Time Zone                  | Central (CST6CDT)        | * |
| <b>Privacy</b><br>Privacy Policy                        | Start Hour of Day                        | 12 am                    |   |
| About   | Cargo                                    | Property                 | * |
| Device  | Switch to Intrastate rules when possible |                          |   |
| Device Preferences                                      | Use 34 Hour Restart                      |                          |   |
|   | Use Canadian Off Duty Deferral           |                          |   |
|   | Add or remove exemption                  | Exceptions               |   |
|   | Other                                    |                          |   |
|   | Lock Screen Style                        | Remaining to violation 👻 |   |
|   | Use GridView Editing                     | •                        |   |
|   | Email Service Provider                   | SERVER -                 |   |
|   | PDF Report Email                         | recipient@domain.com     |   |

Enter the email address or addresses that will become a recipient or recipients of the NexTraq ELD app's Daily Driver Log PDF report.

The email addresses must be separated by a comma (,)

Lock Screen Style

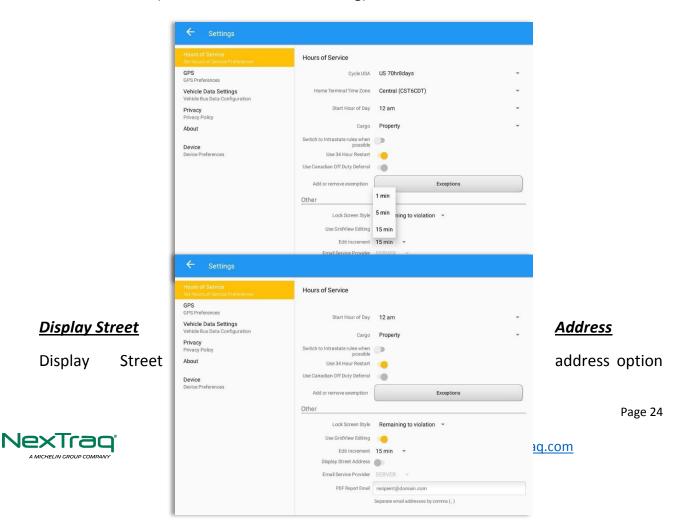


The user has the ability to control the lock screen display. There are two (2) types available: new 'Remaining to violation' lock screen or the old '4 clocks' lock screen.

|   | Hours of Service  |                                    |  |
|---|---|------------------------------------|--|
| GPS<br>GPS Preferences                                  | Cycle USA   | US 70hr8days                       |  |
| Vehicle Data Settings<br>Vehicle Bus Data Configuration | Home Terminal Time Zone   | Central (CST6CDT)                  |  |
| Privacy<br>Privacy Policy                               | Start Hour of Day   | 12 am                              |  |
| About   | Cargo   | Property                           |  |
| Device<br>Device Preferences                            | Switch to Intrastate rules when<br>possible<br>Use 34 Hour Restart  |                                    |  |
|   | Use Canadian Off Duty Deferral                                      |                                    |  |
|   | Add or remove exemption   | Exceptions                         |  |
|   | Other   | ·                                  |  |
|   | Lock Screen Style<br>Use GridView Editing<br>Email Service Provider | Remaining to violation<br>4 Clocks |  |
|   | PDF Report Email  | recipient@domain.com               |  |

#### Use Grid View Editing

The user has the ability to use grid view editing. Once enabled, user can also set the edit increment time. (See Section 5.2.12 Edit a Log)



will allow drivers to select where to get the location if it is the actual location or the nearest City with 5,000 population when in AOBRD mode. The option will only display for drivers that have permission which is set by the personnel in the portal->Account Settings under App Controls > 'Display Street Address for AOBRD mode'.

#### Email Sender

There are (2) two email sender options: via Server or Mobile App. Email Sender setting can be change on the portal->account settings under App Controls -> Email Sender.

|   | Hours of Service                         |  |  |
|---|--|--|--|
| GPS<br>GPS Preferences                                  | Cycle USA                                | US 70hr8days                           |  |
| Vehicle Data Settings<br>Vehicle Bus Data Configuration | Home Terminal Time Zone                  | Central (CST6CDT)                      |  |
| Privacy<br>Privacy Policy                               | Start Hour of Day                        | 12 am                                  |  |
| About   | Cargo                                    | Property                               |  |
| Device  | Switch to Intrastate rules when possible | 0                                      |  |
| Device Preferences                                      | Use 34 Hour Restart                      |  |  |
|   | Use Canadian Off Duty Deferral           | •                                      |  |
|   | Add or remove exemption                  | Exceptions                             |  |
|   | Other                                    |  |  |
|   | Lock Screen Style                        | Remaining to violation 👻               |  |
|   | Use GridView Editing                     |  |  |
|   | Email Service Provider                   | SERVER -                               |  |
|   | PDF Report Email                         | recipient@domain.com                   |  |
|   |  | Separate email addresses by comma (, ) |  |



### 2.2 Vehicle Data Settings AOBRD Speed Threshold

For vehicle in AOBRD mode, speed threshold setting is dependent on what is set on the portal->account settings under App Controls ->AOBRD Speed Threshold. The default value is 100 Mph/Kph. (For example: When the set AOBRD Speed Threshold is 100 Mph/Kph, lock screen will be shown and the app will be in driving state once the vehicle speed threshold reached to 100 mi/hour)

| Hours of Service<br>Let Hours of Service Preferences<br>SPS<br>SPS Preferences | Vehicle Data Settings   |
|--|---|
| /ehicle Data Settings<br>/ehicle Bus Data Configuration                        | AOBRD Speed Threshold<br>Vehicle considered moving when traveling over 100 mi/hour    |
| Communications<br>Communications Options                                       | Set VBUS Update Interval<br>Update VBUS data every 5 minutes                          |
| Privacy<br>Privacy Policy<br>.egal   | Debug VBUS Service,<br>Launch activity to show current VBUR deta                      |
| EULA License Agreement<br>About<br>Gopyright @2017 VisTracks                   | Review VBUS Device Connectivity<br>Launch Activity to Review VBUS Device Connectivity |
| Device<br>Preferences  |   |
|  |   |
|  |   |

Also, drivers have the ability to set speed threshold on the app->Vehicle Data Settings->AOBRD Speed Threshold only if the driver is allowed. To allow a specific driver, enable the option which can be seen in portal->Drivers Management Page->Set AOBRD Speed Threshold option.



#### 2.3 Device Preferences

#### <u>Unit of Distance</u>

Setting the default unit of measures.

| Unit | of Distance |
|------|-------------|
| ۲    | miles       |
| 0    | kilometers  |
|      | CANCEL      |

#### **Disable Notification Sound**

The application has a Mute button to silence all sounds that could come from the application. Also, the ELD rules state that all application sounds should be muted during Sleeper status. However, the mobile device should not be muted so that sound will be available for phone calls.

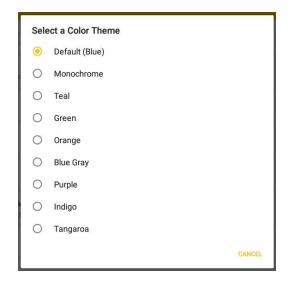
| Disable Notification Sound<br>Mutes all notifications sound |  |
|---|--|
|---|--|

*Note:* When the current status is Sleeper Berth, it automatically mutes the application sound.

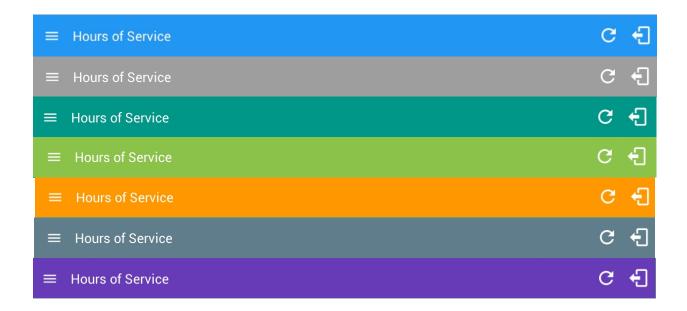
#### Color Theme

.

Displays option for selecting Color Theme.

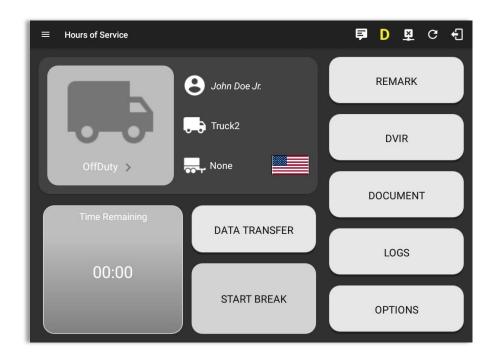






#### Night Theme

By default, the application automatically changes to a night theme based on the sunset time calculated from the device's location. If location is not available, the local time of the device is used.





#### Language Support

The application supports language translation for English, French-Canadian (Francais (Canada)) and Spanish (Español (Estados Unidos)).

To enable the desired translation, select the supported language located below the Login button and the translation will take effect immediately.

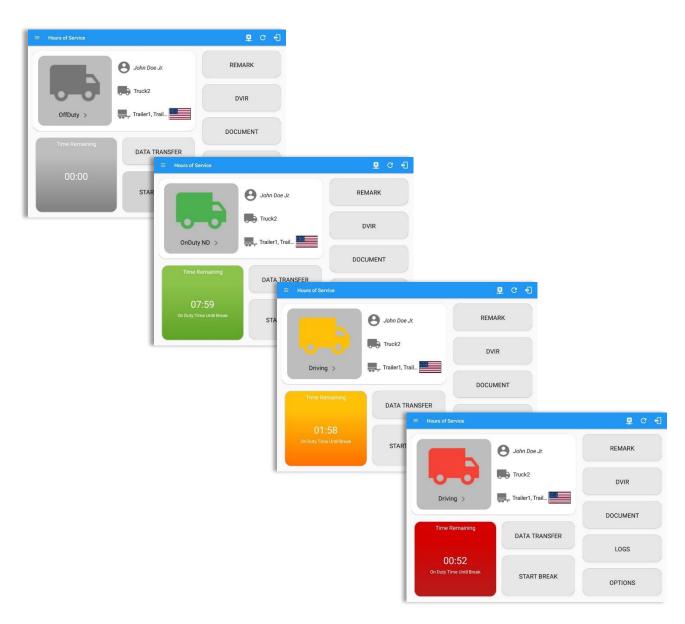
| NexTraq LLC   |   |                          |                        |                           |                                  |
|---|---|--------------------------|------------------------|---------------------------|----------------------------------|
| Mostrar contraseña G  | Horas de Servicio   |                          |                        | ፼ C +∃                    |                                  |
| KiCAKSSK<br>Elige lengu<br>≝≣English ∎ França<br>¿Se te olvidó tu contraseña? | johndoe.jr@gmail.com                                      | John Doe Jr.             | REMA                   | RK                        |                                  |
|   | DVIR     Órdenes de trabajo                               | Truck2                   | DVII                   | 2                         |                                  |
|   | Cambiar Equipo     Inspección en carretera     Documentos | Trailer1, Trail          | DOCUM                  | IENT                      |                                  |
|   | Recibos de combustible                                    | DATA TRANSFER            | LOG                    | s                         |                                  |
|   | <ul> <li>Ayuda y apoyo</li> <li>Cerrar sesión</li> </ul>  |                          |                        |                           |                                  |
|   |   | ← Opciones               |                        |                           | <b>₽ D M ₽</b> :                 |
|   |   | Vehículo desconectado    |                        |                           | Conectar X                       |
|   |   | EQUIPO DE<br>INTERRUPTOR | DOCUMENTOS DE<br>ENVÍO | OBSERVACIÓN               | CONDUCTOR DE<br>INICIO DE SESIÓN |
|   |   | GANA TIEMPO              | EXCEPCIÓN              | TRANSFERENCIA<br>DE DATOS | CO-CONDUCTOR<br>DEL INTERRUPTOR  |
|   |   | VOLVER A LA P            | ANTALLA HOS            |                           | MENTO                            |



## 3 Familiarizing the NexTraq ELD Main Screen Tiles

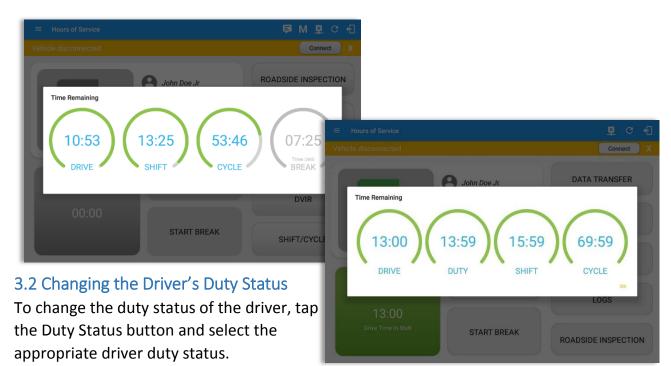
### 3.1 Time Remaining Tile

When the time remaining tile displays a grey color, it indicates that the driver is Off Duty, Sleeper or Waiting at Well Site; when the tile displays a green color, it indicates that the driver's status is Driving or On Duty; when the tile displays an amber color, it indicates that the driver's status is Driving or On Duty and has less than 3 hours left; when the tile displays a red color, it indicates that the driver's status is Driving or On Duty and has less than 1 hour left or has already ran out of time.





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Tap the time remaining panel to view the Time Remaining Clocks.

*Note:* For Canadian Rules, a 14 hour On Duty limit on time remaining clock is shown.

The time remaining clocks are color coded to match the time remaining panel.

#### **Available Duty Status Options**

|     | Duty Status Icon           | Duty Stat                | us           | Duty   | Status Icon      | Duty Stat       | us      |
|-----|----------------------------|--------------------------|--------------|--------|------------------|-----------------|---------|
|     | OffDuty >                  | Off Duty                 |              |        | Orbuty ND >      | On Duty         |         |
|     | Sleeper >                  | Sleeper Berth            |              |        | WellSte >        | Waiting at Site | 1       |
|     | Diving >                   | Driving                  |              |        |                  |                 |         |
|     |                            |                          |              | C 4]   |                  |                 |         |
|     | Vehicle disconnected       | Change Current Status    | Conr         | nect X |                  |                 |         |
|     |                            | ffDuty Sleeper           | DATA TRANSP  | ER     |                  |                 |         |
|     |                            | riving OnDuty ND         |              |        |                  |                 |         |
|     | Pers                       | onal Use Yard Moves      | REMARK       |        |                  |                 |         |
|     | OnDuty ND >                | n; 5mi NNE Etobicoke, ON |              |        |                  |                 |         |
|     | Odome                      |                          | OPTIONS      |        |                  |                 | Page 31 |
| Ne  | Time Remaining             | e: Add Note              |              |        | traq.com   www.r | extrag com      |         |
| A M | исни<br>03 <sup>.</sup> 07 |                          | LOGS         |        |                  | lextraq.com     |         |
|     | On Duty Time Until Break   | STANT DISEAN             | ADSIDE INSPE | CTION  |                  |                 |         |

|  | ← View Log   |  | D D 🖳 🗐   |
|--|--|--|---|
|  | Start Time: 12AM   | ← Tue Aug 14, 2018 →   | US70hr8days   |
| Notes:   | 0FF<br>58<br>0V<br>1<br>2<br>2   | Create Event for Tue Aug 14<br>Start: <-15 12:54 AM +15><br>Duration: 0 minutes  | 5 7 8 9 10 11 M<br>00:00<br>00:00<br>00:00<br>00:54                                       |
| Tapping the duty status button will show the <b>Cl</b><br>event in Edit Logs screen, you can adjust the<br>Previous 15 minutes Time Interval button to in<br>Time Interval button to decrease the time dura<br>time from going before or after the | d Status Start<br>C 1 OnDury ND 12:00 AM<br>ti 2 Remark 12:06 AM<br>C 3 Remark 12:14 AM<br>"Calified entries | Status: OffDuty -<br>Location: Smi NNE Etobicoke, ON<br>Odo 62400 mi<br>Note: Add Note<br>Personal Yard<br>Use Yard<br>Moves | t tor<br>Correction<br>Correction<br>Correction<br>Correction<br>Correction<br>Correction |
| • If Personal Use is enabled, the status will other checkboxes. Selection of this optic  |  | CANCEL OK  |   |

except Off Duty will not be displayed in the grid but is displayed in the event history list. Off duty will always be the display in the grid and when the driver makes an automatic event, lock screen will also be shown.

- If Yard Moves is enabled, the status will be set to On Duty automatically and will disable the other checkboxes. Selection of this option will be recorded within the events history. Events except On Duty will not be displayed in the grid but is displayed in the event history list. On Duty will always be the display in the grid and when the driver makes an automatic event, lock screen will also be shown.
- A static notification on screen is visible when driver is currently in Personal Use or Yard Moves.
- Attempt to create or edit an event such as Off Duty, On Duty, Sleeper Berth in the middle of an automatically Driving event is not allowed, instead an error dialog is displayed stating "Error: shortening of prior driving event is not allowed. Select a time before or after the driving event."

When the app is able to obtain a valid GPS fix, the *Location* field will be automatically populated with the current location information of the user. If there is no GPS fix, the *Location* field will remain blank, in this instance; you must manually input the relevant details. Location will be displayed as street address if driver is in Canadian cycle or vehicle used is in AOBRD mode and 'Display Street Address for AOBRD Mode' option is enabled in Account Settings > App Controls.

Once all relevant details have been entered and the correct duty status selected, tap the **OK** button to save the new duty status event. You can also select the **Cancel** button to cancel adding the selected duty status.

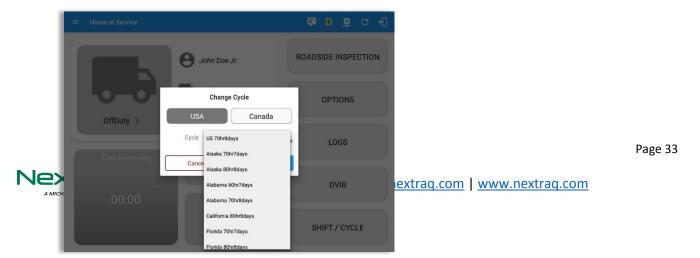


Ν

Changing the status to On Duty or Driving also enables the options for '**Personal Use**' and 'Off Road'. Personal Use is mentioned in the FMCSA's Supplemental Proposal, which was published on March 28, 2014, that mandates ELDs for most drivers of CMVs that currently log. The proposal says that ELDs may be set up to allow drivers to put themselves in a special driving category called "personal use." When a driver selects this option, the ELD will record the time as off duty until the driver de-selects the option. **Off Road**, on the other hand, means that the vehicle is running on rough terrain. Lastly, **Yard Moves**, has been established under a mandate which allows a driver or personnel to perform duties like moving trucks around the home yard by establishing a single set of thresholds for all ELDs in an On Duty, not Driving status without triggering the device by reaching the thresholds.

#### 3.3 Changing the Driver's Ruleset

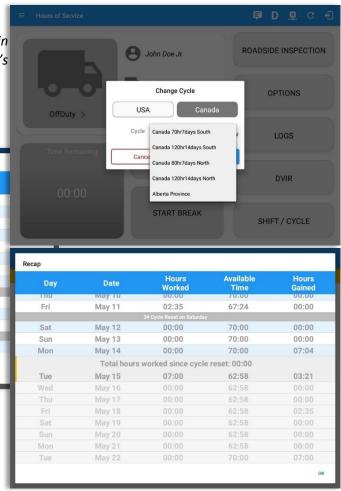
The country flag (US for Canadian relation) indicates the ruleset the driver is currently using. To change the drivers' ruleset, tap the on the country flag and select the appropriate driver country/ruleset from the dialog.



**Note:** For new drivers, the set default country in the driving rules is based on the device's location.

#### 3.4 Recap

| Day | Date   | Hours<br>Worked           | Available<br>Time |
|-----|--------|---------------------------|-------------------|
| Tue | May 01 | 00:00                     | 70:00             |
| Wed | May 02 | 00:00                     | 70:00             |
| Thu | May 03 | 00:00                     | 70:00             |
| Fri | May 04 | 00:00                     | 70:00             |
| Sat | May 05 | 00:00                     | 70:00             |
| Sun | May 06 | 00:00                     | 70:00             |
| Mon | May 07 | 07:04                     | 62:56             |
| Tue | May 08 | 03:21                     | 59:35             |
|     |        | 34 Cycle Reset on Wednesd | ay                |
| Wed | May 09 | 00:00                     | 70:00             |
| Thu | May 10 | 00:00                     | 70:00             |
| Fri | May 11 | 02:35                     | 67:24             |
|     |        | 34 Cycle Reset on Saturda |                   |
| Sat | May 12 | 00:00                     | 70:00             |
| Sun | May 13 | 00:00                     | 70:00             |

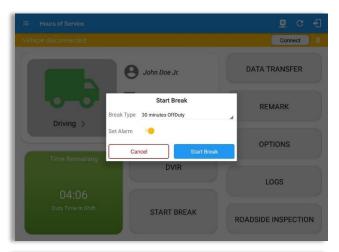


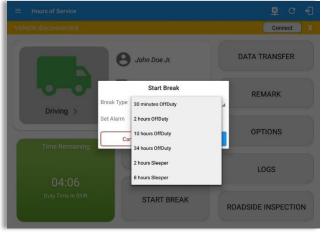
#### 3.5 Start Break

The *Start Break* button will be disabled when the duty status is *Off Duty, Sleeper Berth* or *Waiting at Well Site*.

The *Start Break* button will be enabled when the duty status is *On Duty* or *Driving*.







Once you tap the *Start Break* button, a pop-up dialog will be displayed with the following options:

*Break Type*: Select from the dropdown list how long you would like your break to be.

*Set Alarm*: (Enabled by default) Toggle button to disable or enable. If enabled, an audio alarm is played when break is over. If disabled, no audio alarm when break is over.

#### Break Type Options:

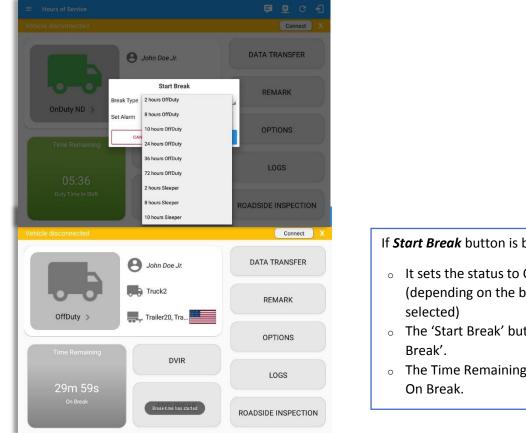
- USA Cycle:

- 30 minutes OffDuty
- 2 hours OffDuty
- 10 hours OffDuty
- 34 hours OffDuty
- 2 hours Sleeper
- 8 hours Sleeper
- 10 hours Sleeper

#### - Canada Cycle:

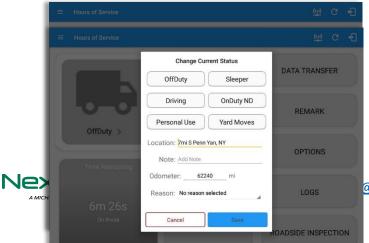
- 30 minutes OffDuty
- 2 hours OffDuty
- 8 hours OffDuty
- 10 hours OffDuty
- 24 hours OffDuty
- 36 hours OffDuty
- 72 hours OffDuty
- 2 hours Sleeper
- 8 hours Sleeper
- 10 hours Sleeper





If Start Break button is being tapped, then:

- It sets the status to OffDuty/Sleeper (depending on the break type
- The 'Start Break' button turns to 'End
- The Time Remaining button turns to



- If End Break button is being tapped, then:
  - It set status 'Driving' (if the vehicle is moving) and driver can set status manually (if the vehicle is not moving).

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## 3.6 Data Transfer

Selecting the *Data Transfer* button from the *Options Screen* will display the list of supported data transfer options.

The ELD provides a standardized single-step compilation for the driver's ELD records and initiation of the data transfer to authorized safety officials when requested during a roadside inspection.

| ← Options            |               |               | 🗟 େ 🕄                |
|----------------------|---------------|---------------|----------------------|
| Vehicle disconnected |               |               | Connect X            |
| SWITCH<br>EQUIPMENT  | SHIPPING DOCS | REMARK        | LOGON CO-DRIVER      |
| GAIN TIME            | EXCEPTION     | DATA TRANSFER | SWITCH CO-<br>DRIVER |
| RETURN TO            | HOS SCREEN    | DOCU          | IMENT                |

#### Tap the **Data**

**Transfer** button to transfer data of the compilation of the driver's ELD records. Once tapped, a selection of the supported data transfer options by the ELD will prompt to the user. The available data transfer options for iOS app are Bluetooth, Email and Web Service only.

|                      | Data Transfer via      |        | Data Transfer via              |         |
|----------------------|------------------------|--------|--------------------------------|---------|
|                      | Select Vehicle: Truck1 |        | Select Vehicle: All Vehicles ~ |         |
|                      | 🛞 Bluetooth            |        | 🛜 Bluetooth                    |         |
|                      | USB                    |        | Email                          | Page 37 |
| NexTra               |                        | prt@ne | Web Service                    | -       |
| A MICHELIN GROUP COM | Web Service            |        | Web Service                    | _       |
|                      | CANCEL                 |        | CANCEL                         |         |

Android app Data Transfer options

iOS app Data Transfer options

• **Select Vehicle** - this option enables the ELD to produce a data file or a series of data files of ELD records for a subset of its vehicles used by the driver.

Tap the *Select Vehicle* menu to show the list of vehicles used by the driver.

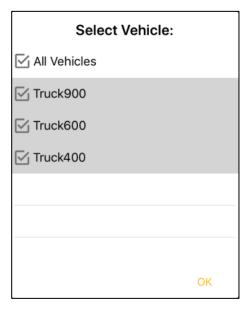
The 'All Vehicles' option will only display on the list when the driver has already driven multiple vehicles for the day.

For Android app, list of vehicle/s are displayed in checkboxes. After selection of vehicle(s), it will then prompt the Data Transfer dialog to select data transfer options: Bluetooth, USB, Email or Web Service.

| Sele         | ect Vehicle(s) You wish to transfer |         |
|--------------|-------------------------------------|---------|
|              | All Vehicles                        |         |
| $\checkmark$ | TRKE1                               |         |
|              | TRKA1                               |         |
|              | Truck800E                           |         |
| CANC         | EL                                  | PROCEED |

For **iOS app**, list of vehicle/s are displayed in checkboxes. The app allows to select specific vehicle(s) to be included in ELD output file. The list of vehicles displayed are the vehicles that the driver used within the current cycle.

Select or deselect vehicle or vehicles by tapping the checkbox button. Tap OK button to save selection.



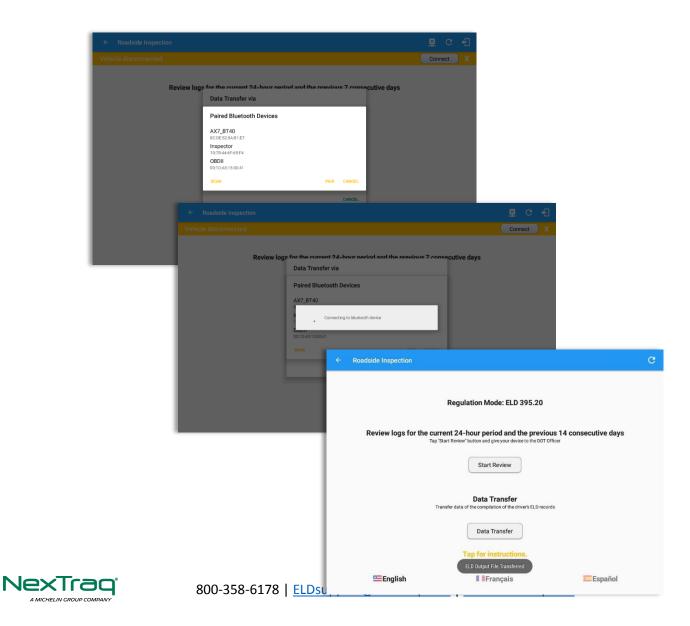


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• **Transfer via Bluetooth Tethering** - this option enables the user to transfer files through Bluetooth tethering. The ELD prompts for an output file comment which the driver may enter (optional). After the input, if Bluetooth is not yet turned on, a prompt will appear asking you to turn it on.

| Output File Comment<br>Comment here | Application is requesting permission to turn on Bluetooth.<br>Allow? |
|-------------------------------------|--|
| Chars left:60                       | NO YES   |
| CANCEL OK                           |  |

You will then be asked to pick the device to which the ELD output me will be transmitted via Bluetooth tethering.



After the data transfer process is successful, a toast message will then display at the bottom stating that the 'ELD Output File Transferred'.

• **Transfer via USB (Android Only)** - this option enables the user to transfer files through USB (external devices).

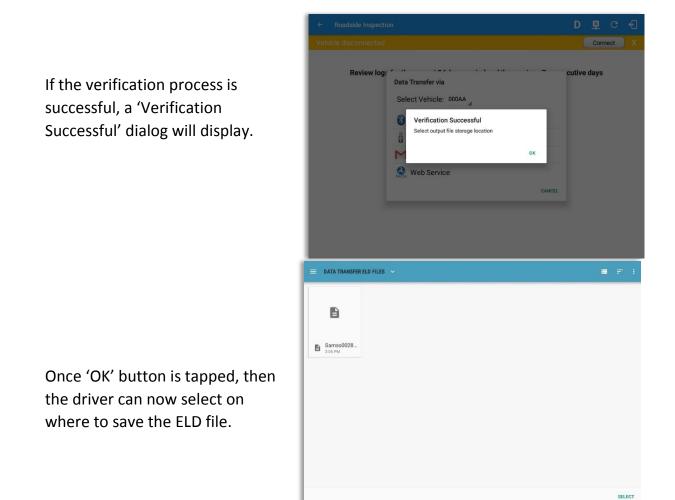
After selecting a data transfer option, the ELD prompts for an output file comment which the driver may enter (optional). The ELD accommodates the entry of an output file comment up to 60 characters long.

| Output File Comment<br>Comment here |               |
|-------------------------------------|---------------|
|                                     | Chars left:60 |
|                                     | CANCEL OK     |

Prior to saving the driver's ELD file to an external storage/device, the ELD must read a verification text file from the USB device provided by the Authorized Safety Officials. This can be done by selecting the path where the verification file is located on the Safety Official's USB device.

| Select verification file |        |   |                           |    |     |
|--------------------------|--------|---|---------------------------|----|-----|
| /storage                 |        |   |                           |    |     |
| <b>I</b>                 |        | 1 |                           |    |     |
| UsbDriveA                |        |   | Select ELDUSBTX.TXT file? |    |     |
| sdcard0                  |        |   |                           | NO | YES |
| emulated                 |        |   |                           |    |     |
| c                        | CANCEL |   |                           |    |     |





Upon confirmation, the ELD generates the compliant output file and performs the data transfer. A toast message will display at the bottom stating that the 'ELD Output File Transferred'.

**Note:** You cannot transfer a file via USB when the verification file on the device is not the same as the verification file on the inspector's USB drive. If this issue occurs a toast message will display stating 'Invalid verification file'.

 Transfer via Email - this option enables the user to transfer files through email. The ELD output file transferred is encrypted using AES-256 in FIPS Publication 197. Before sending, the ELD prompts for an output file comment which the driver may enter (optional).

| 800-3 | Output File Comment<br>Comment here | Page 41<br>ww.nextraq.com |
|-------|-------------------------------------|---------------------------|
|       | Chars left:60                       |                           |
|       | CANCEL OK                           |                           |

I

After the data transfer process is successful, a toast message will then display at the bottom stating that 'ELD Output File Transferred'.

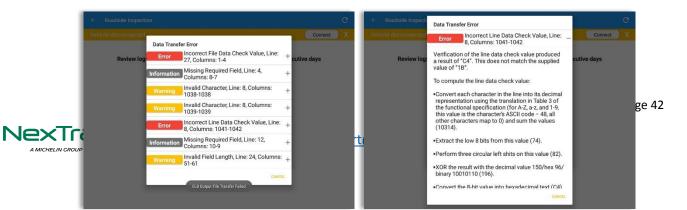
Note: Data transfer via email is sent to fmcsaeldsub@dot.gov.

• **Transfer via Web Service** - this option enables the user to submit ELD output files, and verify that the ELD's certificate, ELD Identifier, and Registration ID are still valid.

|  | Connect   |     |
|--|---|-----|
| Review logs for the current 24-hour period and the previous 7 cons | Roadside Inspection   |     |
| Select Vehicle: All Vehicles                                       | Regulation Mode: ELD 395.20   |     |
| 1 2 3  | Review logs for the current 24-hour period and the previous 14 consecutive d<br>Tap 'Start Review' button and give your device to the DOT Officer | ays |
| q w Web Service  | Start Review  |     |
| аsuryпук<br>Фzxcvbnm,  | Data Transfer<br>Transfer data of the compliation of the driver's ELD records   |     |
| Ctrl 11☺ 🔅 ← English (US) →  | Data Transfer   |     |
| ter the data transfer process is                                   | ELD Output File Transferred   | ol  |

then display at the bottom stating that 'ELD Output File Transferred'.

However, if data transfer is not successful, a toast message will then display at the bottom stating that 'ELD Output File Transfer Failed' with corresponding data



transfer error messages.

## 3.7 Options

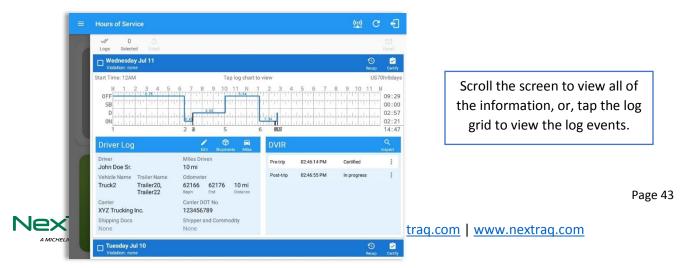
Selecting the *Options* button from the *HOS Main Screen* will display the *Options* module:

| Options /ehicle disconnected |               |               | 오 순<br>Connect X     |
|------------------------------|---------------|---------------|----------------------|
| SWITCH<br>EQUIPMENT          | SHIPPING DOCS | REMARK        | LOGON CO-DRIVER      |
| GAIN TIME                    | EXCEPTION     | DATA TRANSFER | SWITCH CO-<br>DRIVER |
| RETURN TO                    | HOS SCREEN    | DOCL          | JMENT                |

The functions within the Options module will be covered in more detail throughout this document.

## 3.8 Logs

Selecting the *Logs* button from the *HOS Main Screen* will display the current days log and provide the ability to navigate backwards to view the previous seven logs:



## 3.9 **DVIR**

Selecting the **DVIR** button from the **HOS Main Screen** will display the Select DVIR screen:

| /ehicle discor                            | nnected                                       |          |          |             | Connec    | t |
|---|---|----------|----------|-------------|-----------|---|
|   | <b>DVIR Details</b>                           |          |          | Current     | DVIR      |   |
| Date: 05/<br><sup>Type:</sup><br>Pre-trij | 15/2018 11:43:30 AM G<br>Inspector:<br>Driver | MT+08:00 | Pre-trip | 11:37:12 AM | Certified |   |
| Vehicle:<br>Truck2                        | Vehicle/Trailer                               | INSPECT  |          |             |           |   |
| Trailer:<br>Trailer1                      | Truck<br>Form<br>Trailer                      |          |          |             |           |   |
| Trailer:<br>Trailer2                      | Form:<br>Select form                          | INSPECT  |          |             |           |   |

- DVIR can be created to suit the vehicle types, all DVIRs will be displayed on this screen.
- DVIR History can be viewed by tapping the DVIR History button in the DVIR screen.

Note:

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- When switching the vehicles, the equipment's will be displayed along with their associated forms. Changing the forms used will pop up a message dialog stating "Are you sure you want to use a different form?" with a 'Cancel' or 'Ok' button.
- Highlighted text only displays when conducting an inspection for the first time and that no DVIR forms are associated to the current equipment used.

## 3.10 Shift/Cycle

Selecting the Shift/Cycle button from the HOS Main Screen will display the total work hours of the driver's current work shift and the total working hours that the driver can legally accumulate over a certain cycle or a consecutive multi-day period:



|  |                | Service       |                         | ē                                 | M 🗳 G 🕄                                   |     |                        |
|--|----------------|---------------|-------------------------|-----------------------------------|---|-----|------------------------|
|  | Vehicle discor | nected        | John Doe Jr             | ROADSID                           | Connect X<br>E INSPECTION                 |     | NexTraq LLC            |
| 4 Check Drive<br>← Options<br>Vehicle disconnected | r              | ):53 13       | :25<br>IFT<br>START BRI |                                   | 7:25<br>Time Lindi<br>BREAK<br>ox<br>DVIR | Ava | ilability              |
| SWITCH<br>EQUIPMENT                                | SHIPPING DOCS  | REMARK        | LOGON CO-D              | RIVER                             |   |     |                        |
| GAIN TIME  | EXCEPTION      | DATA TRANSFER | SWITCH (<br>DRIVE       | ← Options<br>Vehicle disconnected |   |     | 티 미 타 C 년<br>Connect X |
| RETURN TO HOS                                      | SCREEN         | DOCU          | MENT                    | SWITCH<br>EQUIPMENT               | Gain Time At<br>Shift F<br>Today at (     |     | LOGON CO-DRIVER        |
|  |                |               |                         | GAIN TIME                         | Hours C<br>11:                            |     | SWITCH CO-<br>DRIVER   |
| From the <i>Hours</i>                              | of Service     | Main Scre     | en,                     | RETURN TO H                       | IOS SCREEN                                | DOC | CUMENT                 |

tap the **Options** button and then tap the

*Gain Time* button, this will then display a date & time of when the driver will gain his/her maximum hours.



# **5 Driver Logs**

The **Driver Logs** allows you to view and update the electronic recording of your duty status events in the NexTraq ELD app's online driver logs. This is where you also store shipment data, send the certified logs to its intended recipients and manage other driving duty information.

|   |   | <u>R</u> (   | e +3   |                         |   |                           |           |  |             |          |
|---|---|--|--|-------------------------|---|---------------------------|-----------|--|-------------|----------|
| Vehicle disconnected  |   | Connect  | X  |                         |   |                           |           |  |             |          |
| U D D Logs Selected Reset   |   |  |  |                         |   |                           |           |  |             |          |
| Monday Jul 16<br>Violation: 30  |   | (S)<br>Recor   | Certify  |                         |   |                           |           |  |             |          |
| Start Time: 12AM Tap log chart to v   | view  | US   | 70hr8days  |                         |   |                           |           |  |             |          |
| W 1 2 3 4 5 6 7 8 9 10 11 N 1<br>SB<br>D<br>D<br>L<br>L<br>L<br>L<br>L<br>L<br>L<br>L<br>L<br>L<br>L<br>L<br>L        | 2 3 4 5 6 7 8<br>++++++++++++++++++++++++++++++++++++ | 9 10 11<br>11 11 11 11<br>11 11 11 11<br>11 11 11 11 | 04:15<br>00:48<br>08:04<br>03:54<br>17:01                          |                         |   |                           |           |  |             |          |
| Driver Log  | DVIR  |  | Q<br>Inspect   |                         |   |                           |           |  |             |          |
| Driver Miles Driven<br>John Doe Jr. 205 mi  | Pre-trip 12:54:56 PM                                  | Certified  | :  |                         |   |                           |           |  |             |          |
| Vehicle Name Trailer Name Odometer<br>Truck2 Trailer20, 62120 62325 205 mi  | Post-trip 12:58:54 PM                                 | ≡ Ho   | urs of Servi   | се                      |   |                           |           |  | <u>R</u> (  | C        |
| Carrier Carrier DOT No  |   | Vehicle  | disconnect   | ted                     |   |                           |           |  | Connect     | t        |
| XYZ Trucking Inc.         123456789           Shipping Docs         Shipper and Commodity           None         None |   |  | 0<br>0<br>0<br>0<br>0<br>0<br>0<br>0<br>0<br>0<br>0<br>0<br>0<br>0 |                         | 6 7 8 9 10  | 11 N 1                    | 2 3 4     | 5 6 7<br>11 11 11 11 11 11<br>11 11 11 11 11 |             |          |
|   |   | D  | river Log  |                         | Edit Shiomen  | ta Milea                  | DVIR      |  |             | C<br>Ins |
|   |   |  | iver<br>ohn Doe Jr.  |                         | Miles Driven  |                           | Pre-trip  | 12:54:56 PM                                  | Certified   |          |
|   |   | Ca<br>X <sup>1</sup><br>Sł                           | nicle Name<br>uck2<br>arrier<br>YZ Trucking Ir                     | Trailer20,<br>Trailer22 | Odometer           62120         62325           Begin         End           Carrier DOT No         123456789           Shipper and Commo         Commo | <b>205 mi</b><br>Distance | Post-trip | 12:58:54 PM                                  | In progress |          |
|   |   |  | Sunday Jul<br>Violation: none<br>Saturday Ju                       | •                       | None  |                           |           |  | ତ<br>Reca:  | P        |

Scroll the screen to view all of the

information, or, tap the log grid to view the log events. The daily log for the current day will be in expanded view by default. The daily driver logs for the previous days will be in collapsed view.

To expand or collapse a daily log, tap the Collapsible Menu Header.

*Cycles* and the *Start Hour* time used are also shown in the Log, it is found on the upper right corner just above the *Grid Chart*.



## 5.1 Using the Driver Logs Bulk/ Multiple Selection Functions

The first part of the Driver Logs user interface feature controls and information for the bulk/multiple selection features. These controls will allow you to perform features for multiple selected driver logs.

| Function ico      | n | Function              | Description   |
|-------------------|---|-----------------------|---|
| ~//               |   | Selection Button      | Tap the button to select all certified logs             |
| Logs              |   |                       |   |
| 0<br>Selected     |   | Selected Logs Counter | This shows the number of selected certified driver logs |
| <b>S</b><br>Reset |   | Reset Button          | This clears/deselects all of the selected driver logs   |

## 5.2 The Driver Logs Accordion Header Features

To expand or collapse a daily log, tap the Driver Logs Accordion/Collapsible Menu Header:



**Note:** Driver Logs title shows the full-time range when the **Start Hour** time is not zero. You can change the time by going to Settings > HOS Preferences

## 5.2.1 Daily Driver's Log Entry Check-box (Uncertified Log)

Tap the check-box to certify the selected daily log:



# 5.2.2 Daily Driver's Log Entry Check-box (Already Certified)

Tap the check-box to uncertify the selected daily log:





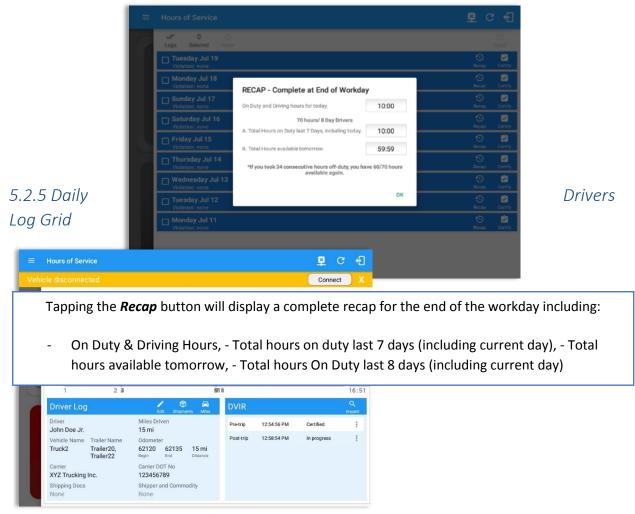
## 5.2.3 Daily Driver's Title Log (Recertify Log)



When a certified log has been edited in the portal, it prompts the driver to either accept or reject the proposed changes through the "Edit Suggestions" dialog. Once the driver accepts an edit request, it will display a note on the daily driver's title log stating "*Recertify*", which indicates the log needs to be certified again in order to include the records changes.

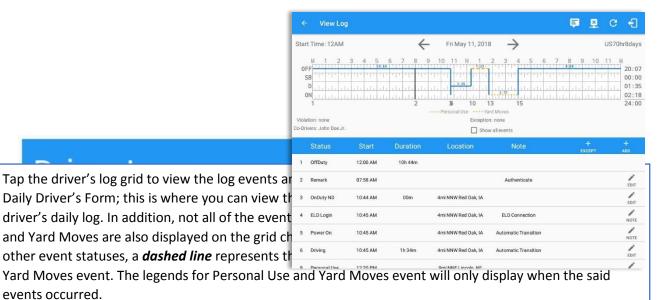
#### 5.2.4 Recap

Tap the Recap button to bring up the recap information and corresponding cycle data for the specified duty day

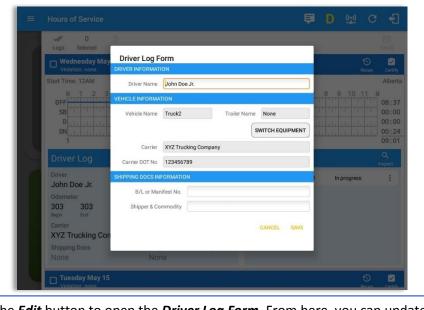




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5.2.6 Edit Daily Drivers Log Form



Tap the *Edit* button to open the *Driver Log Form*. From here, you can update the other required information that must appear in the driver's daily log (as listed below).

The following information can be viewed / amended within the **Daily Drivers Log Grid**:



#### **Driver Information**

- a) *Driver Name* displays the name of the driver.
- b) Vehicle Information
  - Vehicle Name displays the name of the current Vehicle of the driver.
  - Trailer Name displays the name of the current Trailer of the driver.
  - Switch Equipment tap this button to launch the Switch Equipment dialog to select another Vehicle or Trailer names.
  - Carrier displays the name of the Carrier. Driver can change their carrier (for driver who driver for more than one fleet or DOT number) if they are allowed to do so. This permission can be enabled in *driver settings> 'Allow Carrier Change'* option.
  - Carrier DOT Number a non-editable field which displays the Carrier DOT Number.

## c) Shipping Information

- Shipping docs displays the bill of lading or manifest number entered by the driver.
- Shipper & Commodity displays the shipper name and the type of commodity which the shipment contains.

## 5.2.7 Shipment Details

|   | Logs Selecter      | d Read      |                      |                    |                    | ©.          | i i i i i i i i i i i i i i i i i i i |
|---|--------------------|-------------|----------------------|--------------------|--------------------|-------------|---------------------------------------|
|   | Violation: n       | SHIPMENT DE |                      |                    |                    | Recap       | Certi                                 |
|   | Start Time: 12/    |             | SHIPMENT<br>WEIGHT   | S ON TRUCK<br>FROM |                    |             | Albe                                  |
|   | M. 1               | ORDER NO.   |                      | - KOM              |                    | 9 10 11     |                                       |
|   | OFF                |             |                      |                    |                    | THE PLANE   | 08:                                   |
|   | SB                 |             |                      |                    |                    |             | 00:0                                  |
|   | ON                 |             |                      |                    |                    | als shields |                                       |
|   | 1                  |             |                      |                    |                    |             | 09:0                                  |
| _ | Driver Lo          |             | SHIPMENTS UN         | ILOADED TODAY      |                    |             | Q                                     |
|   |                    | ORDER NO.   | COLLECT OR BILLED    | AMOUNT COLLECTED   | MAILED PAPERS FROM |             | Inspect                               |
|   | Driver             |             |                      |                    |                    | n progress  | :                                     |
|   | John Doe           |             |                      |                    |                    |             |                                       |
|   | Odometer<br>303 30 |             |                      |                    |                    |             |                                       |
|   | Begin Enc          |             |                      |                    | CANCEL OK          |             |                                       |
|   | Carrier            |             |                      |                    | GARGEL ON          |             |                                       |
|   | XYZ Trucki         |             |                      |                    |                    |             |                                       |
|   | Shipping Docs      |             | Shipper and Commodit | y                  |                    |             |                                       |

Tap the *Shipments* button to open the *Shipment Details Form*; you can fill in the shipment data that is to be included in the driver's daily log.

**Note:** The data that can be included in this form is listed on the next page.



Data that can be included within the *Shipment Details Form* includes:

#### **Shipments on Truck**

- Order Number the order number of the specific shipment item.
- Weight the weight of the shipments.
- From the point of origin of the commercial motor vehicle.
- To the destination of the commercial motor vehicle.

#### **Shipments Unloaded Today**

- Order Number the order number of the specific shipment item.
- Collected or Billed the preferred payment method.
- Amount Collected the amount collected for the shipment.
- Mailed Papers From the name of the shipment company where the shipping related documents are from.

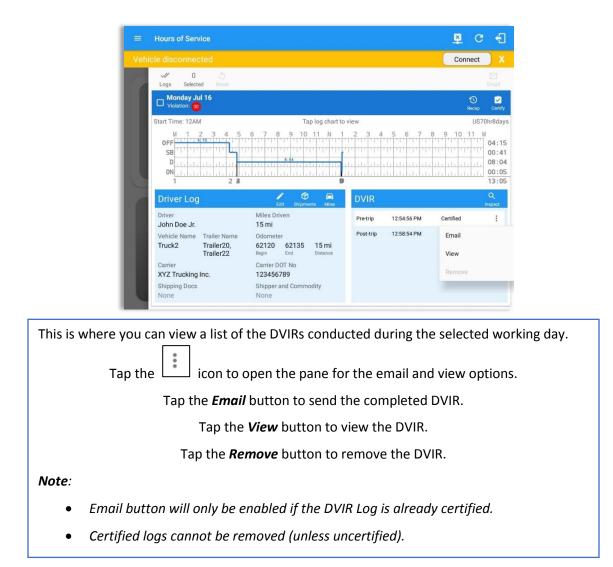
## 5.2.8 Miles Driven by State

| V 0 0  |      |                 |        |        |            |                 |                  |     |          |         |
|--|------|-----------------|--------|--------|------------|-----------------|------------------|-----|----------|---------|
| Wednesday May 16<br>Violation: none            |      |                 |        |        |            |                 |                  |     |          | Cort    |
| Start Time: 12AM                               | МІ   | LES DRI         | VEN TO | DAY BY | STATES     |                 | 6 7              | 8 9 |          | Albe    |
|  | CODE | STATE           | LOADED | EMPTY  | ROUTED NO. | FUEL<br>TICKETS | ti uri u         |     |          | 08:     |
| SB   |      |                 | 0      | 0      |            |                 | a si si si si    |     |          | 00:     |
| D . I I I I I.                                 |      |                 | 0      | 0      |            |                 | a de la della de |     |          | 00:     |
| 1  |      |                 | 0      | 0      |            |                 | adust of the     |     |          | 09:     |
| Define the set                                 |      |                 | 0      | 0      |            |                 |                  |     |          | Q       |
| Driver Log                                     |      |                 | 0      | 0      |            |                 |                  |     |          | Inspect |
| Driver   |      |                 | 0      | 0      |            |                 | 7:28 AM          | In  | progress | :       |
| John Doe Jr.                                   |      | TOTAL:          | 0      | 0      |            |                 |                  |     |          |         |
| Odometer<br>303 303 0 mi<br>Begin End Distance |      |                 |        |        | CANCEL     | OK              |                  |     |          |         |
| Carrier  |      |                 |        |        |            |                 |                  |     |          |         |
| XYZ Trucking Company                           |      | 1234567         |        |        |            |                 |                  |     |          |         |
| Shipping Docs<br>None                          |      | Shipper an None |        | dity   |            |                 |                  |     |          |         |

Tap the *Miles* button to open the *Miles Driven Today by States* dialog. This is where you can fill in the shipment data that is required to be included in the driver's daily log. Required data includes:

Code State Loaded Empty Routed Number Fuel Purchased Tickets Attached

#### 5.2.9 DVIR





## 5.2.10 Certify a Log

Tap the *Certify* button to certify the selected daily log. If the current status is *Driving*, a pop-up dialog will open and you will be asked to confirm changing the status to Off Duty:



|     | Hours of Service   | ē | ₽ C        | ÷         |
|-----|--|---|------------|-----------|
| Veh | nicle disconnected   |   | Connect    | X         |
| E.  | V 0 0<br>Logs Selected Reset                                   |   |            |           |
|     | Sunday Dec 02<br>Violation: none                               |   | 1<br>Recap | /<br>Edit |
|     | Saturday Dec 01  |   | 🔊<br>Recap | Certify   |
|     | Friday Nov 30     Violation: none                              |   | S<br>Recap | Certify   |
|     | Thursday Nov 29 Violation: none                                |   | S<br>Recap | Edit      |
|     | Uvelation: So 1) 1   |   | 1<br>Recap | Edit      |
|     | Luesday Nov 27<br>Vielation: 10 10 10 10                       |   | S<br>Recap | /<br>Edit |
|     | Monday Nov 26<br>Violation: 10 10                              |   | S<br>Recap | /<br>Edit |
|     | Sunday Nov 25     Violation: none     Email successfully sent. |   | S<br>Recap | /<br>Edit |
|     | Saturday Nov 24  |   | S<br>Recap | Edit      |

'Email successfully sent' toast message will display below the screen once emailing of certified log is successful.

| = | Hours of Service                   |                                |         | <b>B</b> G | ÷ +              |
|---|------------------------------------|--------------------------------|---------|------------|------------------|
| 0 | V 0 Selected Reset                 |                                |         |            |                  |
|   | Tuesday Jul 19<br>Violation: none  |                                |         | S<br>Recap | <b>F</b><br>Edit |
|   | Monday Jul 18<br>Violation: none   |                                |         | S<br>Recap | Certify          |
|   | Uiolation: none                    |                                |         | S<br>Recap | Certify          |
|   | Saturday Jul 16<br>Violation: none | Uncertified Log(s)<br>Log Date |         |            | Certify          |
|   | Friday Jul 15<br>Violation: none   | Monday Jul 18                  |         |            | Certify          |
|   | Thursday Jul 14<br>Violation: none |                                | Certify | S<br>Recap | Certify          |
|   | Uiolation: none                    |                                | UK .    | recap      | Certify          |
|   | Tuesday Jul 12<br>Violation: none  |                                |         | S<br>Recap | Certify          |
|   | Monday Jul 11<br>Violation: none   |                                |         | recap      | Certify          |
|   |                                    |                                |         |            |                  |
|   |                                    |                                |         |            |                  |

If the driver did not certify all the daily logs, the ELD will prompt the driver regarding uncertified logs upon logging in and logging out to the app along with the option to certify the relevant days.

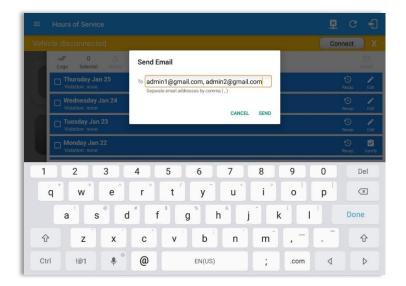
**Note:** During log certification, if the PDF upload fails, a copy of PDF file is saved into the PDF Archived folder under the App directory: Internal storage/ [App Name Folder]/PDF Archived/Certified Logs. This can be obtained manually if user reaches to more than two retries of failed upload.

## 5.2.11 Email a Log

When driver need to email a certified logs PDF to the back office, the driver can send directly from the **Mobile App** used (e.g Gmail app for Android) or have the HOS **Server** send the email instead of sending it directly from the mobile device.



## <u>Email Log via Server</u>



A Send Email dialog will display when driver enabled the 'Email log?' checkbox option on the prompt to send certified log.

Enter the email address for the recipient. If the recipient is more than one, separate email addresses by comma. Tap **Send** button to send the certified log PDF.

**Note:** To send certified log PDF via HOS Sever, set the Email sender option to Server in the portal->account settings under App Controls -> Email Sender.

|  | @ <b>&gt;</b> :   |
|--|---|
| From   |   |
| то   🗸   |   |
| Cc johndoe jr@gmail.com  |   |
| [App Name] logs for John Doe Jr. from 07-26-2018 to 07-26-2018 |   |
| Driver's Daily Logs  |   |
| inhadra in 207.26 adf  |   |
| 1.3M8  |   |
|  |   |
|  |   |
|  |   |
|  |   |
|  | To   ~<br>Cc johndoe jr@gmail.com<br>[App Name] logs for John Doe Jr. from 07-26-2018 to 07-26-2018 |

Email Log via Mobile App

A mobile app will open (e.g. Gmail app will open for Android device) with a new message that has a PDF file attached when the driver enabled the 'Email log?' checkbox option on the prompt to send certified log.

If driver has recipient email populated in the **portal>settings>drivers' management page>PDF Report** or in the **app>settings>PDF Report Email**, then recipient email is also pre-populated in the email draft.

**Note:** To send certified log PDF via Mobile App, set the Email sender option to Mobile App in the portal->account settings under App Controls -> Email Sender.



## 5.2.12 Edit a Log

Only driver logs that have not yet been certified can be edited, you will have to uncertify a driver log in order to update its contents, to do this, tap the Edit button to uncertify the selected log and reopen it for editing:

| =  | Hours of Service   |   | 🗗 C 🗲                |  |
|----|--|---|----------------------|--|
| 10 | V 0 0  |   | Enal                 | Tap the <b>Uncertify Now</b> button to               |
|    | Tuesday May 15<br>Violation: none  |   | S /<br>Riscop Edit   | confirm uncertifying the selected                    |
|    | Monday May 14<br>Violation: none   |   | S 📓<br>Recap Certify | log.   |
|    | Sunday May 13<br>Violation: none   |   | S 🖄<br>Recap Certify |  |
|    | Saturday May 12<br>Violation: none   | Uncertify Daily Log<br>Log already certified. Uncertify to continue | S Certify            | Tap the <i>Cancel</i> button to cancel               |
| =  |  |   | 📱 C f                | uncertifying the selected log.                       |
|    | V 0 0  |   | Energy (             |  |
|    | Tuesday May 15<br>Violation: none  |   | S 😫                  |  |
|    | Monday May 14<br>Violation: none   |   | S 🖄<br>Rectap Carbly |  |
|    | Sunday May 13<br>Violation: none   |   | S 🖄<br>Recap Certify |  |
|    | Saturday May 12<br>Violation: none   | You have successfully uncertified log!                              | 🕥 🙋<br>Recap Certify |  |
|    | Friday May 11<br>Violation: none   | ок  | S Precap Edit        |  |
| 1  | Thursday May 10<br>Violation: none   |   | S Pecap Edit         |  |
|    | Ulolation: none  |   | S 📓<br>Recep Cettify |  |
|    | United as the second se |   | S 🖄<br>Recip Cently  |  |
|    |  |   |                      |  |
|    |  |   |                      | Tap the <b>OK</b> button to close the pop-up dialog. |

The *Edit Log* screen can update/correct the driver's or driving duty data entries logged through the app. It can also view the history of an edited log.

Tap the driver's log grid to start editing it:



|     | - View I   | Log      |          |                      |             | Ę  | 🛛 🖳 C  | ; +I   |
|-----|--|----------|----------|----------------------|-------------|--|--|--|
| Sta | irt Time: 12A                                      | M        |          | ← Mon D              | ec 03, 2018 | $\rightarrow$                            | UST  | 70hr8days                                      |
|     | M 1<br>SB D<br>ON<br>1<br>Drivers:<br>John Doe Jr. | 2 3 4    | 5 6 7    | 8 9 10 11<br>34      |             |  | 9 10 11<br>1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 | M<br>07:15<br>00:35<br>03:22<br>01:36<br>12:48 |
| Sho | w all events                                       | Start    | Duration | Location             | Odometer    | Note                                     | +  | +  |
| 1   | *OffDuty   | 12:00 AM | 7h 15m   | 1mi SW Oakville, CT  | 0.0 mi      | Note                                     | EXCEPT   | ADD  |
|     |  |          |          |                      |             |  |  |  |
| 2   | OnDuty ND  | 07:15 AM | 1h 35m   | 1mi SW Oakville, CT  | 62100.0 mi  |  |  |  |
| 3   | Remark   | 08:30 AM |          | 1mi SW Oakville, CT  | 0.0 mi      | Completion of Pre-trip<br>DVIR for TRKE1 |  | /  |
| 4   | Driving  | 08:50 AM | 3h 21m   | 1 mi SW Oakville, CT | 62145.0 mi  |  |  | 1  |
| 5   | Remark   | 12:09 PM |          | 1mi SW Oakville, CT  | 0.0 mi      | Authenticate                             |  | 1  |
| 6   | Remark   | 12:09 PM |          | 1mi SW Oakville, CT  | 0.0 mi      | Co-Driver(s): John Doe<br>Jr.            |  |  |

You can navigate through the daily driver logs by selecting either back or forward arrows located above the grid  $\overleftarrow{\leftarrow}$   $\overleftarrow{\Rightarrow}$ .

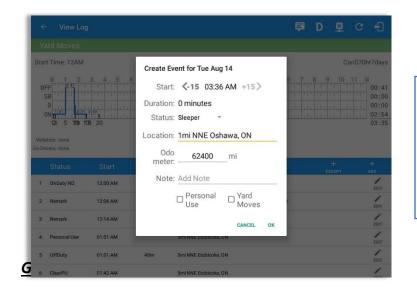
| Driver will be able to add a note to the |  |
|--|--|
| following events:                        |  |

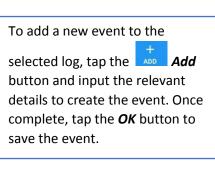
- Intermediate log
- Login/Logout
- CMV Engine power up/shut down
- Malfunctions and diagnostic events

#### Create Log Event via Legacy Mode

| ora  | rt Time: 12AM     |          | $\leftarrow$ | Fri May 11, 201     | 8 ->                 | US7         | 0hr8d                     |
|------|-------------------|----------|--------------|---------------------|----------------------|-------------|---------------------------|
| Viol | M 1 2<br>FFF<br>D | 3 4 5    | 6 7 8 9<br>  | 10 11 N 1           |                      |             | M<br>10<br>02<br>02<br>13 |
|      | Status            | Start    | Duration     | Location            | Note                 | +<br>EXCEPT | +<br>ADD                  |
| 1    | OffDuty           | 12:00 AM | 10h 44m      |                     |                      |             |                           |
| 2    | Remark            | 07:58 AM |              |                     | Authenticate         |             | É                         |
| 3    | OnDuty ND         | 10:44 AM | 00m          | 4mi NNW Red Oak, IA |                      |             | E                         |
|      | ELD Login         | 10:45 AM |              | 4mi NNW Red Oak, IA | ELD Connection       |             | N                         |
| 4    |                   | 10:45 AM |              | 4mi NNW Red Oak, IA | Automatic Transition |             | N                         |
| 4    | Power On          |          |              |                     |                      |             |                           |







## <u>Change Current Status via</u> <u>View Mode</u>

| Start Time: 12A                     | M        | Tue Aur              | 14 2010      | -   |  | anS70 |
|-------------------------------------|----------|----------------------|--------------|---|--|-------|
| M 1 3                               | 23456    | Change Cur           | rrent Status | 6 7   |  |       |
| OFF SB                              |          | OffDuty              | Sleeper      | altered   |  |       |
| ON                                  | 118 20   | Driving              | OnDuty ND    | and the second se |  |       |
| Violation: none<br>to Drivers: none |          | Personal Use         | Yard Moves   |   |  |       |
|                                     |          | Location: 1mi NNE Os | shawa, ON    |   |  |       |
| 1 OnDuty ND                         | 12:00 AM | Odometer: 624        | 100 mi       |   |  |       |
| 2 Remark                            | 12:06 AM | Note: Add Note       |              | i.  |  |       |
| 3 Remark                            | 12:14 AM | Note. Add Note       |              |   |  |       |
| 4 Personal Use                      | 01:01 AM | Cancel               | Save         |   |  |       |
| 5 OffDuty                           | 01:01 AM |                      | Save         |   |  |       |
| 6 ClearPU                           | 01:42 AM | 5mi NNE Etobic       | ooke, ON     |   |  |       |
|                                     | 01-42 AM | 02m Smi NE Stabios   | ake ON       |   |  |       |

#### Notes:

• The current status of the

To add a new event to the

selected log, tap the Add -> Change Current Status button and input the relevant details to create the event. Once complete, tap the Save button to save the event.

Note: Use GridView Editing can be enabled in Settings->HOS Preferences.

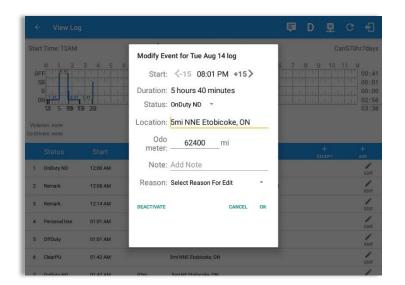
app is disabled to prevent adding

the status consecutively.

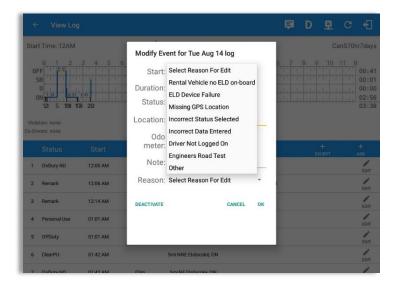
• Refer to 3.2 Changing the Driver's Status for 'Personal Use' or 'Yard Moves'.

## Modify Log Event via Legacy Mode

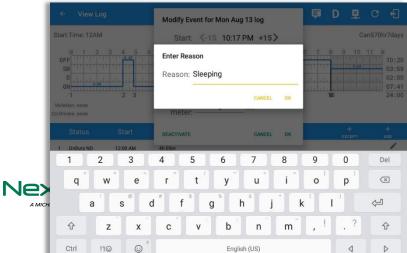




Tap the *Edit* button adjacent to any of the existing log events and make any required changes.



# Select a reason from the *Reason* drop-down list.

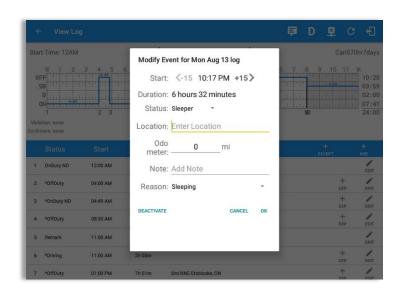


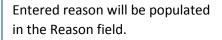
Selecting **Other** option from the Reason dropdown list will prompt the Enter Reason field.

Enter a *Reason*.

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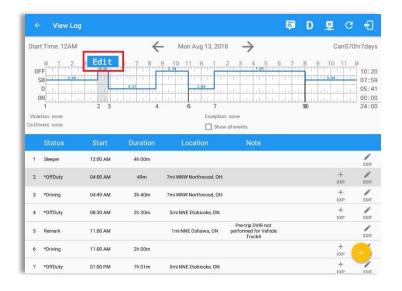
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Tap **OK** button to save changes.

## Modify Log Event via Grid View Mode





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To modify log event via Grid View Editing mode:

- Tap *Edit* button on any existing log events;
- Tap *Edit* button shown on the grid chart;
- Tap *Insert Past Status* button to insert a past status event.

Note: **Use GridView Editing** can be enabled in Settings->HOS Preferences.

|   | rt Time; 12AM   |          | $\leftarrow$ | Tue Apr 24, 201     |                      |                       |
|---|---|----------|--------------|---------------------|----------------------|-----------------------|
|   | M 1 2<br>FF<br>D<br>D<br>N<br>stion: none<br>Wers: none | 3 4 5    | In In        | 10 11 N 1           |                      | 7 8 9 10 11 M<br>07:  |
|   |   |          |              |                     |                      |                       |
| 1 | *OffDuty  | 12:00 AM | 7h 49m       | 9mi W Normal, IL    | note                 |                       |
| 4 | *Driving  | 07:49 AM | 04m          | 57mi WNW Pierre, SD |                      | Add Remark            |
| 5 | OnDuty ND   | 07:53 AM | 30m          | 57mi WNW Pierre, SD |                      |                       |
| 6 | Power On  | 08:10 AM |              | 57mi WNW Pierre, SD | Automatic Transition | Insert Past Status    |
| 7 | ELD Login   | 08:10 AM |              | 57ml WNW Pierre, SD | ELD Connection       | Change Current Status |
| 8 | ELD Logout  | 08:10 AM |              | 57mi WNW Pietre, SD | ELD Disconnection    |                       |
| 9 | ELD Login   | 08:24 AM |              | 57mi WNW Pierre, SD | ELD Connection       |                       |

| ← View Log   |                  |                |              | <b>P</b>  | D       | ¥       | С     | Ð   |
|--|------------------|----------------|--------------|-----------|---------|---------|-------|---|
| Start Time: 12AM   | $\leftarrow$     | Mon Aug 13, 20 | 018 <b>→</b> |           |         | Ca      | nS70h | r7days                                    |
| M 1 2 04:00 04:<br>OFF 0FF 04:00000000 | 49 7 8 9 1<br>   | 2:00           | 2 3 4 5      | ata da at |         | 10      | 11.   | 10:20<br>07:59<br>05:41<br>00:00<br>24:00 |
| Begin 04:00 AM C   | )                | End 04:49      | AM O         |           | Dur: 00 | ):49 🕑  |       |   |
| OFFDUTY  | SLEEPER          |                | DRIVING      |           | 0       | NDUTY N | D     |   |
| Location: 7mi W  | NW Northwood, OH |                |              |           |         |         |       |   |
| Odometer:  | 62390.6          | mi             |              |           |         |         |       |   |
| Notes: Notes   |                  |                |              |           |         |         |       |   |
| Reason: Select   | Reason For Edit  | •              |              |           |         |         |       |   |
| DEACTIVATE   |                  | CANCEL         |              |           | SAVE    |         |       |   |
|  |                  |                |              |           |         |         |       |   |

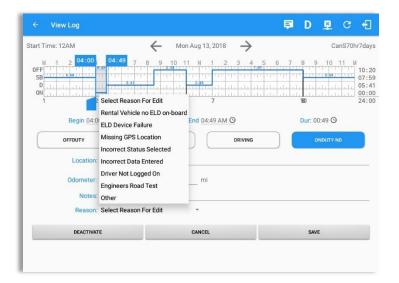


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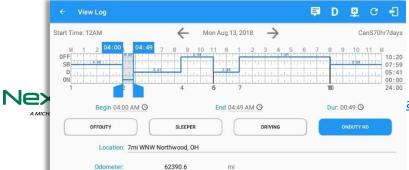
A grid view editing form will be displayed.

Make any required changes using the grid view editing form:

- Drag the sliders on the grid to set the *Begin Time* and *End Time* or;
- Tap on the time picker filed and manually set time.
- Select duty status.
- Select a reason for the edit from the drop-down list.
- Fill other required fields.
- Then tap the *Save* button to save the changes.







Selecting *Other* from Reason dropdown list will prompt the Enter Reason field.

Enter *Reason*.

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Entered reason will be populated in the Reason field.

Tap *Save* button to save changes.

#### Notes:

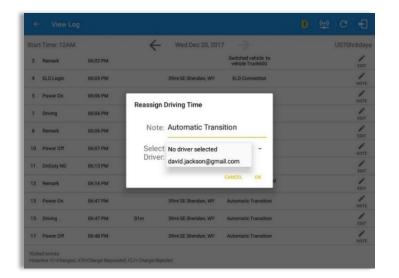
- Upon editing a past event, the **Reason** field is a required field (for ELD mode only) and must contain at least 4 characters when filled out. Selecting a reason is optional when editing in AOBRD mode.
- Also, Odometer is a required field when editing a past Driving event.
- Personal Use and Yard Moves options are not displayed when editing an event (both via Legacy Editing and Grid View Editing mode).
- The driver is allowed edit an event in the app if 'Allow ability to edit logs' option in Drivers Management page is enabled. If disabled, driver is prohibited to edit event in the app except for changing the notes and adding remarks.
- All log events that have been manually created or amended, will be displayed with an asterisk against it in the log events list depicting that it has been edited. Also scroll down to see check boxes for Personal Use, Yard Moves and Off Road.

| 4   | - View Log                   |          |                      |                        |    |     |            | C    | Ð  |
|-----|------------------------------|----------|----------------------|------------------------|----|-----|------------|------|--|
| Sta | rt Time: 12AM                |          | Modify Ev            | ent for Tue Aug 14 log |    |     |            | US70 | nr8days  |
| Vio | Attion: none<br>rivers: none | 3 4 5 6  | Duration:<br>Status: | 62303 mi               |    | 8 9 |            |      | 00:41<br>00:00<br>00:00<br><u>01:10</u><br>01:51 |
|     |                              |          |                      | Automatic Transition   |    |     | +<br>XCEPT |      | +<br>A00   |
| 1   | OnDuty ND                    | 12:00 AM | Reason:              | Select Reason For Edit | -  |     |            |      | EDIT   |
| 2   | Remark                       | 12:06 AM |                      |                        |    |     |            |      | EDIT   |
| 3   | Remark                       | 12:14 AM | DEACTIVATE           | CANCEL                 | ок |     |            |      | EDIT   |
| 4   | Personal Use                 | 01:01 AM |                      |                        |    |     |            |      | EDIT   |
| 5   | OffDuty                      | 01.01 AM |                      |                        |    |     |            |      | EDIT   |
| 6   | ClearPU                      | 01:42 AM |                      | 5mi NNE Etobicoke, ON  |    |     |            |      | EDIT   |
|     |                              |          |                      |                        |    |     |            |      | 4  |

Regardless if the vehicle currently used is in AOBRD or ELD mode, driver can be able to edit the *Auto OnDuty ND event* the same with editing a manually created events.



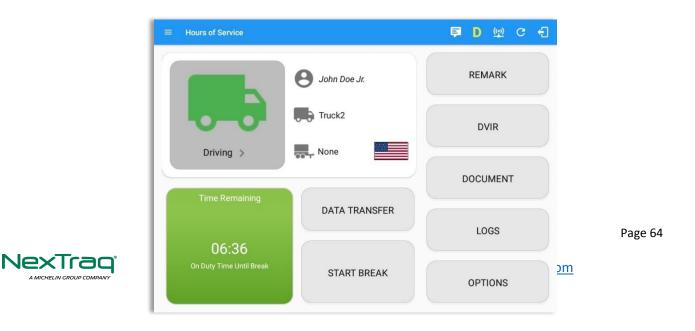
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For **Auto Driving event**, driver can be able to edit a note or reassign the event to a co-driver. (See Section 10.1 Logon Co-Driver-> Reassign Driving Time)

## Pending Edit Requests

The Motor Carrier can request edits to the driver's logs. In the application allows the driver to review the requested edits which requires the driver to take necessary action whether the driver wants to "**accept**" or "**reject**" the requested edits. Pending Edit Request(s) dialog includes displaying of requested edits for a day that is beyond the 8 days log for USA cycle (14 days log for Canada cycle).



Tap the icon beside the refresh button to display the pending edit request dialog.

|   | W<br>Logs | Se | 0 5<br>elected Reart |          |                                    |              |        |               |              |   |
|---|-----------|----|----------------------|----------|------------------------------------|--------------|--------|---------------|--------------|---|
| 1 |           |    |                      |          | ending Edit Rec<br>each event to v |              |        |               | S<br>Recap   | c |
| 1 |           |    | Event                | Start    | Date                               | From         | Ac     | tion          | 1<br>Recep   | c |
| 1 |           |    | Driving              | 04:00 PM | Nov 20, 2018                       | Personnel    | ACCEPT | (X)<br>TOBLER | (D)<br>Recep |   |
| 1 |           | 2  | Sleeper              | 06:45 PM | Nov 20, 2018                       | Personnel    | ACCEPT | REJECT        | (D)<br>Recap |   |
|   |           | 3  | Driving              | 12:39 AM | Nov 28, 2018                       | Unidentified | ACCEPT | (X)<br>REJECT | D<br>Recep   |   |
|   |           | 4  | Driving              | 12:40 AM | Nov 28, 2018                       | Unidentified | ACCEPT | Г<br>REJECT   | S<br>Recap   |   |
|   |           |    |                      |          |                                    |              |        | CANCEL        | S<br>Recap   |   |
|   |           |    |                      |          |                                    |              |        |               |              |   |

## The Pending

Request

dialog also appears upon certifying a log only if a driver has pending requests. Driver must accept or reject the pending request(s) first before certifying the days' log.

| NN<br>Lo |          | 0 0                  |          |                                    |              |        |        |              |      |
|----------|----------|----------------------|----------|------------------------------------|--------------|--------|--------|--------------|------|
|          | M        |                      |          | ending Edit Ree<br>each event to v |              |        |        | (1)<br>Recap | Cert |
|          | s        | Event                | Start    | Date                               | From         | Ac     | tion   | 3            | Ľ    |
|          | s 1      | OnDuty ND            | 04:15 AM | Nov 21, 2018                       | Personnel    | ACCEPT | REJECT | Recep        | Cert |
|          | FI 2     | OffDuty              | 08:30 AM | Nov 21, 2018                       | Personnel    | ACCEPT | REJECT | Recop        | Cert |
|          | V<br>3   | OnDuty ND            | 07:15 AM | Dec 03, 2018                       | Personnel    | ACCEPT | REJECT | Recap        | Cert |
|          | 4        | Driving              | 02:39 PM | Nov 28, 2018                       | Unidentified | ACCEPT | REJECT | Recap        | Cert |
|          | 5        | Driving              | 02:40 PM | Nov 28, 2018                       | Unidentified | ACCEPT | REJECT | S<br>Recap   |      |
|          | Th<br>Vi |                      |          |                                    |              |        | CANCEL | Recap        |      |
|          |          | ay Nov 20<br>m: none |          |                                    |              |        |        | ()<br>Recap  | Cen  |

A toast message will be displayed at the bottom of app stating, "Must Accept or Reject Pending Requests".

*Note*: The events from the 'Unidentified' driver does not require acceptance.

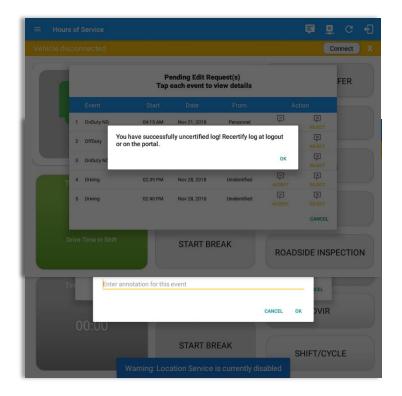


The Reject and Accept Event dialog shows the comparison of the Original status vs the changes (requested edits). Also, accepting the edits requested requires the driver to fill in the annotation field (**Required**) to successfully save the changes.

|         |  | ₽ I     | VI 및 C €]  |                          |
|---------|--|---------|------------|--------------------------|
|         |  |         | Connect X  |                          |
| Rej     | ect Event  |         | INSPECTION |                          |
| Per     | ou really want to reject this event?<br>Event: OnDuty ND |         |            | If the driver rejects th |
|         | Start: Jan 13, 2017 07:16 AM                             |         | IS         | edit suggestions then th |
|         | Origin: Personnel<br>Note: from portal                   |         |            | original record remains. |
| 1 0     | Reason: Driver Not Logged On                             |         |            | 0.18.101.0001.01.01.01   |
| 2 0     | Odo: 0 mi  |         |            |                          |
| Tin Ent | er annotation for this event                             |         |            |                          |
|         | CA   | NCEL OK | VIR        |                          |
| 00:00   | START BREAK  | SHIFT   | CYCLE      |                          |
|         |  |         |            |                          |

Accepting the requested edits of the day that is beyond the last 8 days log for USA cycle (14 days log for Canada cycle) will display a warning dialog informing that driver needs recertify the log at logout on the app or driver can log into the drivers' portal to certify the log for that day.

the changes will be reflected in the events history list.





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#### <u>Auto Events</u>

The ELD automatically records the driving time when the vehicle is in motion by setting duty status to driving for the driver unless, before the vehicle is in motion, the driver has set the duty status to off-duty and indicates personal use of CMV, in which case duty status must remain off-duty until driver's indication of the driving condition ends.

| 100          |                              |  |                      |   |  | ₽ C   | Ð   |
|--------------|------------------------------|--|----------------------|---|--|---|---|
| Start        | Time: 12AM                   |  | $\leftarrow$         | Fri May 11, 2018  | $\rightarrow$  | US70  | hr8day                                    |
| OF<br>S<br>O | B 111 111 11<br>D 111 111 11 | 3 4 5<br>1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 |                      | 10 11 N 1<br>   | 2 3 4 5 6  | 7         8         9         10         11         1 | M<br>10:4<br>00:0<br>02:4<br>00:0<br>13:2 |
|              | ion: none                    |  | 2                    | Exception   | i: none  |   | 13.2                                      |
| Co-Driv      | ers: John Doe Jr.            |  |                      | Show  | v all events   | - 90 -  |   |
|              | Status                       | Start  | Duration             | Location  | Note   | +<br>EXCEPT   | +<br>ADD                                  |
| 1            | OffDuty                      | 12:00 AM                                       | 10h 44m              |   |  |   |   |
| 2            | Remark                       | 07:58 AM                                       |                      |   | Authenticate   |   | EDIT                                      |
| 3            | OnDuty ND                    | 10:44 AM                                       | 00m                  | 4mi NNW Red Oak, IA   |  |   | EDIT                                      |
| 4            | ELD Login                    | 10:45 AM                                       |                      | 4mi NNW Red Oak, IA   | ELD Connection   |   | NOTE                                      |
| 5            | Power On                     | 10:45 AM                                       |                      | 4mi NNW Red Oak, IA   | Automatic Transition                                       |   | NOTE                                      |
| 6            | Driving                      | 10:45 AM                                       | 2h 41m               | 4mi NNW Red Oak, IA   | Automatic Transition                                       |   | 1   |
| *Edite       | ed entries                   |  |                      |   |  |   | EDIT                                      |
| +Inac        | 3 Remark                     | ICR=Channe Renues                              | ted IC I= Channe Rei | iartad<br>16mi S Chittenango,                                     | Switched vehicle to veh<br>NY cle TruckE, trailer to trail | l-<br>er  |   |
| Ŀ            | 4 FLD Leein                  | 10:55 AM                                       |                      | 16mi C Chittananaa  | Trailer600, Trailer700                                     |   | E   |
| =            | Hours                        | of Service                                     |                      |   |  | (m) C   | Ð   |
| I            |                              |  |                      |   |  |   |   |
|              | Di                           | riving -                                       |                      | TruckE<br>Stationary  | 202  | OPTIONS   |   |
|              |                              | riving •                                       |                      | Stationary<br>Int to go on-duty not drivi                         | ng?<br>NO YES  | OPTIONS   |   |
| 2            |                              |  |                      | Stationary  |  |   |   |
|              |                              |  | Do you wa            | Stationary<br>Int to go on-duty not drivi                         | ND YES   | LOGS  |   |
|              | Tir<br>On Dut                | ne Remaining<br>07:54<br>by Time Until Brea    | Do you wa            | Stationary<br>Init to go on-duty not drivi<br>RECAP               | NO YES   | LOGS<br>SHIFT / CYCLE                                 |   |
| ×            | Tir<br>On Dut                |  | Do you wa            | Stationary<br>Init to go on-duty not drivi<br>RECAP<br>START BREA | NO YES   | LOGS<br>SHIFT / CYCLE<br>DVIR                         |   |

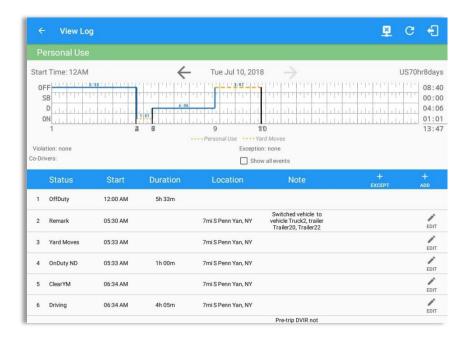
Events such as Power On, Power Off, Driving and OnDuty are automatically created when connecting to a device. Auto events created were recorded

If vehicle remains stationary for five minutes, a dialog will display asking if you would like to change Auto **OnDuty ND** event created is recorded and displayed on the Events history list indicated with a note "**Automatic Transition**".

To view all the auto created events (primary or secondary events) when connecting to a device, tap on the '**Show all events**' checkbox to enable.

To hide all the secondary events, tap back on the checkbox to disable.

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**Note**: The graph-grid overlay periods of driver's indications of authorized personal use of CMV and yard moves using a different style line (such as the dashed or dotted line in amber color).

- A Remark will be recorded with a note "Authenticate" to the events history list if Driver will login to app.
- A Remark will be recoded with a note "Unauthenticate" if driver will logout from app.
- ELD Login will be recorded with a note "ELD Connection" to events' history list when app successfully connected to VBUS Device.



• ELD Logout will be recorded with a note "ELD Disconnection" to events' history list when driver manually disconnect to VBUS Device by tapping the connect/disconnect icon located at the App header.

#### **Crossing Boundaries**

The border crossing calculation uses the VBUS GPS coordinates if they are available, and the android coordinates if they are not. The following instances happens when the driver crossed boundaries between Canada and US (vice versa):

a. If the GPS coordinates are changed to a different state or province, a remark event will be recorded in the driver log.

| /iola | t Time: 12AM<br>,<br>tlon: none<br>vers: John Doe Jr. |          | _ <del>_</del> | Fri May 11, 201<br>–<br>Exceptic |  |             | US70hr8day |
|-------|---|----------|----------------|----------------------------------|--|-------------|------------|
|       | Status  | Start    | Duration       | Location                         | Note   | +<br>EXCEPT | +<br>ADD   |
| 1     | OffDuty   | 12:00 AM | 10h 44m        |                                  |  |             |            |
| 2     | Remark  | 07:58 AM |                |                                  | Authenticate                                 |             | EDIT       |
| 3     | OnDuty ND   | 10:44 AM | 00m            | 4mi NNW Red Oak, IA              |  |             | EDIT       |
| 4     | ELD Login   | 10:45 AM |                | 4mi NNW Red Oak, IA              | ELD Connection                               |             | NOTE       |
| 5     | Power On  | 10:45 AM |                | 4mi NNW Red Oak, IA              | Automatic Transition                         |             | NOTE       |
| 6     | Driving   | 10:45 AM | 05m            | 4mi NNW Red Oak, IA              | Automatic Transition                         |             | EDIT       |
| 7     | Pow Diag  | 10:45 AM |                | 4mi NNW Red Oak, IA              |  |             | NOTE       |
| 8     | Remark  | 10:45 AM |                | 9mi NNE Lincoln, NE              | Crossed into Nebraska,<br>USA from Iowa, USA |             | EDIT       |
| 9     | ELD Logout  | 10:45 AM |                | 9mi NNE Lincoln, NE              | ELD Disconnection                            |             | NOTE       |



- b. If the current location is in Canada, the driving rules will automatically switched to Canadian rules. Similarly, if the location is in the US, the driving rules automatically switched to US rules.
- c. If there is a co-driver logged in, both the remark and the rules changes will be occurring to be applied for him/her as well.



#### 5.3 Malfunction and Data Diagnostic Events

At each instance when an ELD malfunction or data diagnostic event is detected or cleared by the ELD, the ELD records the event. The recorded malfunctions and data diagnostic events are inconsistencies found while monitoring the app/ELD against FMCSA compliance requirements. These instances are indicated in the application header and in the Android notification toolbar with the letters M and D, respectively.

= Hours of Service 📮 D M 💆 :

**Note**: The ELD Data Diagnostic indicator provides notification of active data diagnostics events applicable to the active driver. The Data Diagnostics "D" icon will flash in amber color if there are new active Data Diagnostics events that is not yet reviewed by the driver and will only turn back to white once the Data Diagnostic dialog is closed after being reviewed by the driver. There will also be a notification in the Android toolbar indicating a malfunction or a data diagnostic event.

| Order   | D  | T   | Description  | Andrew              |  |   |  |   |
|---|--|---|--|---------------------|--|---|--|---|
| Code  | Date   |   | Description  | Action              |  |   |  |   |
| 3   | Wed Aug 01,  | , 2018 06:52:51 PM  | Missing: EngineHours   | CLEAR               |  |   |  |   |
| 3   | Wed Aug 01,  | , 2018 06:52:51 PM  | Missing: Location,<br>EngineHours  | Q.                  |  |   |  |   |
| 5   | Wed Aug 01,  | , 2018 06:52:13 PM  | Unidentified Driver<br>Diagnostic  | Malfunction<br>Code | ns<br>Date   | Time  | Description  | Action                                  |
| CLEAR ALL   |  |   | Diagnostic   | т                   | Thu Jul 26, 2018   | 01:42:36 PM   | Timing Malfunction   | Ø                                       |
|   |  |   |  | т                   | Thu Jul 19, 2018   | 12:46:06 PM   | Timing Malfunction   | CLEAR                                   |
|   |  |   |  | -                   | 20 200   |   |  | CLEAR                                   |
|   | Malfu  | nction Ev   | onts   | Т                   | Thu Jul 19, 2018   | 12:41:23 PM   | Timing Malfunction   | CLEAR                                   |
|   | Ivialiu  |   | ents   |                     |  |   |  | CANC                                    |
|   | 1_   |   |  |                     |  |   |  |   |
| oquiro  | Eve  |   |  |                     |  |   |  |   |
|   |  |   |  | D M 💬               | C +]   |   |  |   |
| rt Time: 12AM   |  | 1   |  |                     |  |   |  |   |
|   |  | 🔶 Thu Aug O   | 2, 2018 🔶  |                     | Alberta  |   |  |   |
| Remark  | 10:57 AM   | •   | Crossed into Ontario,<br>alls, NY Canada from New York,  |                     | 1  |   | nction and Dat   |   |
|   |  | 5mi SSW Niagara F   | Crossed into Ontario,<br>alis, NY Canada from New York,<br>USA<br>Changed to Canada  |                     | EDIT   | Diagnostic  | events note c  | an also                                 |
| Remark  | 10:57 AM   | 5mi SSW Niagara F<br>5mi SSW Niagara F  | alls, NY Crossed into Ontario,<br>Canada from New York,<br>USA<br>alls, NY Changed to Canada<br>rulesed<br>Crossed into Ontario,   |                     | 1  | Diagnostic  |  | an also                                 |
| Remark<br>Remark  | 10:57 AM<br>10:57 AM   | 5mi SSW Niegara F<br>5mi SSW Niegara F<br>8km SSW Niegara F   | alls, NY Crossed into Ontario,<br>Canada from New York,<br>USA<br>alls, NY Changed to Canada<br>ruleset  |                     | EDIT<br>EDIT<br>EDIT   | Diagnostic  | events note c  | an also                                 |
| Remark<br>Remark<br>Remark  | 10:57 AM<br>10:57 AM<br>10:57 AM   | Smi SSW Niegara F<br>Smi SSW Niegara F<br>8km SSW Niegara F<br>Edit Miss Diag Note                                    | alls, NY Canada from New York,<br>USA<br>alls, NY Changed to Canada<br>ruleset<br>Crossed into Ontario,<br>ralls, NY Canada from New York  |                     | EDIT<br>EDIT<br>EDIT   | Diagnostic<br>be edited   | events note c  | an also<br>screer                       |
| Remark<br>Remark  | 10:57 AM<br>10:57 AM   | 5mi SSW Niegara F<br>5mi SSW Niegara F<br>8km SSW Niegara F   | alls, NY Canada from New York,<br>USA<br>alls, NY Changed to Canada<br>ruleset<br>Crossed into Ontario,<br>cals, NY Canada from New York,<br>cals, NY Canada from New York,  |                     |  | Diagnostic<br>be edited<br>Tap the <b>Cl</b>  | events note c<br>on the edit log   | an also<br>screer<br>clear th           |
| Remark<br>Remark<br>Remark  | 10:57 AM<br>10:57 AM<br>10:57 AM   | 5mi SSW Negara F<br>5mi SSW Negara F<br>Bkm SSW Negara F<br>Edit Miss Diag Note<br>Noto: Missing: Lo                  | alls, NY Canada from New York,<br>USA<br>alls, NY Changed to Canada<br>ruleset<br>Crossed into Ontario,<br>rales, NY Canada from New York,<br>frails, NY Canada from New York,<br>from Yor |                     | nua<br>nua<br>nua<br>nua<br>tua                              | Diagnostic<br>be edited<br>Tap the <b>Cl</b>  | events note c<br>on the edit log<br>ear button to<br>on or data diag                               | an also<br>screer<br>clear th           |
| Remark<br>Remark<br>Remark<br>OnDuty ND                                 | 10:57 AM<br>10:57 AM<br>10:57 AM<br>01:29 PM   | 5mi SSW Negara F<br>5mi SSW Negara F<br>Bkm SSW Negara F<br>Edit Miss Diag Note<br>Noto: Missing: Lo                  | alls, NY Canada from New York,<br>USA<br>alls, NY Changed to Canada<br>ruleset<br>Crossed into Ontario,<br>cals, NY Canada from New York,<br>cals, NY Canada from New York,  |                     | EDIT<br>EDIT<br>EDIT<br>EDIT<br>EDIT<br>EDIT<br>EDIT         | Diagnostic<br>be edited<br>Tap the <b>Cl</b><br>malfunctic                              | events note c<br>on the edit log<br>ear button to<br>on or data diag                               | an also<br>screer<br>clear th           |
| Remark<br>Remark<br>Remark<br>OnDuty ND<br>Remark                       | 10:57 AM<br>10:57 AM<br>10:57 AM<br>01:29 PM<br>02:18 PM                                     | 5mi SSW Negara F<br>5mi SSW Negara F<br>Bkm SSW Negara F<br>Edit Miss Diag Note<br>Noto: Missing: Lo                  | Alls, NY Crossed into Ontaro,<br>USA USA USA Consider from New York,<br>USA Crossed into Ontaro,<br>rates, NY Changed to Conside<br>Ucesed into Ontaro,<br>rates, NY Canada from New York,<br>Consed into Ontaro,<br>rates, NY Canada from New York,<br>Consel into Ontaro,<br>Cancel ot Consel<br>Consel into Ontaro,<br>Cancel ot Consel<br>Consel into Ontaro,<br>Cancel ot Consel<br>Missing: Location,  |                     | EDIT<br>EDIT<br>EDIT<br>EDIT<br>EDIT<br>EDIT<br>EDIT<br>EDIT | Diagnostic<br>be edited<br>Tap the <b>Cl</b><br>malfunctic<br>event dete                | events note c<br>on the edit log<br>ear button to<br>on or data diag                               | an also<br>screer<br>clear th<br>nostic |
| Remark<br>Remark<br>Remark<br>OnDuty ND<br>Remark<br>Power On           | 10.57 AM<br>10.57 AM<br>10.57 AM<br>0129 PM<br>02:18 PM                                      | 5mi SSW Negara F<br>5mi SSW Negara F<br>Bkm SSW Negara F<br>Edit Miss Diag Note<br>Noto: Missing: Lo                  | alls, NY Canada from New York,<br>USA<br>alls, NY Changed to Canada<br>ruleset<br>Crossed into Ontario,<br>alls, NY Canada from New York<br>Canada from New York<br>recation,<br>rs  |                     | EDIT<br>EDIT<br>EDIT<br>EDIT<br>EDIT<br>EDIT<br>EDIT<br>EDIT | Diagnostic<br>be edited<br>Tap the <b>Ch</b><br>malfunctic<br>event dete<br>To clear al | events note c<br>on the edit log<br>ear button to o<br>on or data diag<br>ected.<br>I Data Diagnos | an also<br>screer<br>clear th<br>nostic |
| Remark Remark Remark Remark OnDuty ND Remark Power On Miss Diag         | 10.57 AM<br>10.57 AM<br>10.57 AM<br>01.29 PM<br>02.18 PM<br>02.18 PM<br>02.18 PM             | Smi SSW Niegara F<br>Smi SSW Niegara F<br>Blem SSW Niegara F<br>Edit Miss Diag Note<br>Note: Missing: Lo<br>EngineHou | als, NY Crossed into Ontario,<br>LuSA USA USA<br>als, NY Changed to Canada<br>ruleaet<br>Crossed into Ontario,<br>rais, NY Canada from New York,<br>Canada from New York,<br>Ca  |                     | EDIT<br>EDIT<br>EDIT<br>EDIT<br>EDIT<br>EDIT<br>EDIT<br>EDIT | Diagnostic<br>be edited<br>Tap the <b>Ch</b><br>malfunctic<br>event dete<br>To clear al | events note c<br>on the edit log<br>ear button to o<br>on or data diag<br>ected.                   | an also<br>screer<br>clear th<br>nostic |
| Remark Remark Remark Remark OnDuty ND Remark Power On Miss Diag Driving | 10.57 AM<br>10.57 AM<br>10.57 AM<br>01.29 PM<br>02.18 PM<br>02.18 PM<br>02.18 PM<br>02.18 PM | Smi SSW Niegara F<br>Smi SSW Niegara F<br>Blem SSW Niegara F<br>Edit Miss Diag Note<br>Note: Missing: Lo<br>EngineHou | alis, NY Crossed into Ontario,<br>USA USA ION New York,<br>alis, NY Changet to Canada<br>ruleset USA<br>Crossed into Ontario,<br>alis, NY Canada from New York,<br>Crossed into Ontario,<br>alis, NY Crossed into Ontario,<br>Canada from New York,<br>Canada from New York,   |                     | EDIT<br>EDIT<br>EDIT<br>EDIT<br>EDIT<br>EDIT<br>EDIT<br>EDIT | Diagnostic<br>be edited<br>Tap the <b>Ch</b><br>malfunctic<br>event dete<br>To clear al | events note c<br>on the edit log<br>ear button to o<br>on or data diag<br>ected.<br>I Data Diagnos | an also<br>screer<br>clear th<br>nostic |



| 4.6.1.1 | P /<br>Po<br>wer<br>MF | Power<br>Malfuncti<br>on | An ELD<br>must set a<br>power<br>compliance<br>malfunctio<br>n if the<br>power data<br>diagnostics<br>event<br>described<br>in<br>paragraph<br>4.6.1.1(a)<br>of this<br>appendix<br>indicates<br>an<br>aggregated<br>in-motion<br>driving<br>time<br>understate<br>ment of 30<br>minutes or<br>more on<br>the ELD<br>over a 24-<br>hour<br>period<br>across all<br>driver<br>profiles,<br>including<br>the<br>unidentifie<br>d driver<br>profile. |
|---------|------------------------|--------------------------|---|
| 4.6.1.2 | Ε/                     | Engine                   | An ELD  |



|         |            |             | 1            |
|---------|------------|-------------|--------------|
|         | Syn        | Synchroni   | must set an  |
|         | С          | zation      | engine       |
|         | MF         | Malfuncti   | synchroniz   |
|         |            | on          | ation        |
|         |            |             | compliance   |
|         |            |             | malfunctio   |
|         |            |             | n if         |
|         |            |             | connectivit  |
|         |            |             | y to any of  |
|         |            |             | the          |
|         |            |             | required     |
|         |            |             | data         |
|         |            |             | sources      |
|         |            |             | specified in |
|         |            |             | section      |
|         |            |             | 4.3.1 of     |
|         |            |             | this 87      |
|         |            |             | appendix is  |
|         |            |             | lost for     |
|         |            |             | more than    |
|         |            |             | 30 minutes   |
|         |            |             | during a     |
|         |            |             | 24-hour      |
|         |            |             | period       |
|         |            |             | aggregated   |
|         |            |             | across all   |
|         |            |             | driver       |
|         |            |             | profiles,    |
|         |            |             | including    |
|         |            |             | the          |
|         |            |             | unidentifie  |
|         |            |             | d driver     |
|         |            |             | profile.     |
|         | т/         |             | The ELD      |
|         | T/<br>Timi | Timing      | must         |
| 4.6.1.3 | Timi       | Malfuncti   | periodically |
| ng      | on         | cross-check |              |
|         | MF         |             | its          |



|         |           |           | compliance   |
|---------|-----------|-----------|--------------|
|         |           |           | with the     |
|         |           |           | requireme    |
|         |           |           |              |
|         |           |           | nt specified |
|         |           |           | in section   |
|         |           |           | 4.3.1.5 of   |
|         |           |           | this         |
|         |           |           | appendix     |
|         |           |           | with         |
|         |           |           | respect to   |
|         |           |           | an accurate  |
|         |           |           | external     |
|         |           |           | UTC source   |
|         |           |           | and must     |
|         |           |           | record a     |
|         |           |           | timing       |
|         |           |           | compliance   |
|         |           |           | malfunctio   |
|         |           |           | n when it    |
|         |           |           | can no       |
|         |           |           | longer       |
|         |           |           | meet the     |
|         |           |           | underlying   |
|         |           |           | compliance   |
|         |           |           | requireme    |
|         |           |           | nt.          |
|         |           |           | ELD          |
|         |           |           | records      |
|         |           |           | requiring    |
|         |           |           | location     |
|         | . ,       | <b>.</b>  | informatio   |
|         | L/<br>Pos | Position  | n must use   |
| 4.6.1.4 |           | Malfuncti | the last     |
| N       | MF        | IF on     | valid        |
|         |           |           | position     |
|         |           | measurem  |              |
|         |           |           | ent and      |
|         |           |           | include the  |
|         |           |           | include the  |



| r | I            |
|---|--------------|
|   | latitude/lo  |
|   | ngitude      |
|   | coordinate   |
|   | s and        |
|   | distance     |
|   | traveled, in |
|   | miles, since |
|   | the last     |
|   | valid        |
|   | position     |
|   | measurem     |
|   | ent.         |
|   |              |
|   | An ELD       |
|   | must         |
|   | monitor      |
|   | elapsed      |
|   | time during  |
|   | periods      |
|   | when the     |
|   | ELD fails to |
|   | acquire a    |
|   | valid        |
|   | position     |
|   | measurem     |
|   | ent within   |
|   | 5 miles of   |
|   | the CMV's    |
|   | movement.    |
|   | When such    |
|   | elapsed      |
|   | time         |
|   | exceeds a    |
|   | cumulative   |
|   | 60 minutes   |
|   | over a 24-   |
|   | hour         |
|   | period, the  |
|   | period, the  |



| 4.6.1.5 | R /<br>DR<br>MF | Data<br>Recording<br>Malfuncti<br>on | ELD must<br>set and<br>record a<br>positioning<br>compliance<br>malfunctio<br>n.<br>An ELD<br>must<br>monitor its<br>storage<br>capacity<br>and must<br>detect a<br>data<br>recording<br>compliance<br>malfunctio<br>n if it can<br>no longer<br>record or<br>retain<br>required<br>events or<br>retrieve<br>recorded<br>logs that<br>are not<br>otherwise<br>catalogued<br>remotely<br>by the<br>motor<br>carrier. |
|---------|-----------------|--------------------------------------|---|
| 4.0.1.7 | 5/              | υαια                                 | (a) AII ELD   |



| Tra | Transfer  | must         |
|-----|-----------|--------------|
| ns  | Malfuncti | implement    |
| MF  | on        | in-service   |
|     |           | monitoring   |
|     |           | functions    |
|     |           | to verify    |
|     |           | that the     |
|     |           | data         |
|     |           | transfer     |
|     |           | mechanism    |
|     |           | (s)          |
|     |           | described    |
|     |           | in section   |
|     |           | 4.9.1 of     |
|     |           | this         |
|     |           | appendix     |
|     |           | are          |
|     |           | continuing   |
|     |           | to function  |
|     |           |              |
|     |           | properly.    |
|     |           | An ELD       |
|     |           | must verify  |
|     |           | this         |
|     |           | functionalit |
|     |           | y at least   |
|     |           | once every   |
|     |           | 7 days.      |
|     |           | These        |
|     |           | monitoring   |
|     |           | functions    |
|     |           | may be       |
|     |           | automatic    |
|     |           | or may       |
|     |           | involve      |
|     |           | manual       |
|     |           | steps for a  |
|     |           | driver.      |
|     |           |              |
|     |           | 1            |



| <br>         |
|--------------|
| (c) After an |
| ELD          |
| records a    |
| data         |
| transfer     |
| data         |
| diagnostic   |
| event, the   |
| ELD must     |
| increase     |
| the          |
| frequency    |
| of the       |
| monitoring   |
| function to  |
| check at     |
| least once   |
| every 24-    |
| hour         |
| period. If   |
| the ELD      |
| stays in the |
| unconfirme   |
| d data       |
| transfer     |
| mode         |
| following    |
| the next     |
| three 90     |
| consecutiv   |
| е            |
| monitoring   |
| checks, the  |
| ELD must     |
| detect a     |
| data         |
| transfer     |
| compliance   |



| 4.6.1.8 | O /<br>Oth<br>er<br>MF | Other<br>Malfuncti<br>on | malfunctio<br>n.<br>In addition<br>to the<br>required<br>monitoring<br>schemes<br>described<br>in sections<br>4.6.1.1–<br>4.6.1.7 of<br>this<br>appendix,<br>the ELD<br>provider<br>may<br>implement<br>additional,<br>technology<br>-specific<br>malfunctio<br>n and data<br>diagnostic<br>detection<br>schemes<br>and may<br>use the<br>ELD's<br>malfunctio<br>n status<br>indicator<br>and data<br>diagnostic<br>status |
|---------|------------------------|--------------------------|--|
|         |                        |                          | and data<br>diagnostic   |



| Da                     | ta Dia                     | agnostic Ev             | 4.6.3.1) to<br>communica<br>te the<br>ELD's<br>malfunctio<br>n or non-<br>compliant<br>state to the<br>operator(s)<br>of the ELD.   |
|------------------------|----------------------------|-------------------------|---|
| Require<br>ment<br>No. | Eve<br>nt<br>Cod<br>e      | Event<br>Name           | Descriptio<br>n   |
| 4.6.1.1                | 1 /<br>Pw<br>d<br>Dia<br>g | Power<br>Diagnosti<br>c | An ELD<br>must<br>monitor<br>data it<br>receives<br>from the<br>engine<br>ECM or<br>alternative<br>sources as<br>allowed in<br>sections<br>4.3.1.1-<br>4.3.1.4 of<br>this<br>appendix,<br>its onboard<br>sensors,<br>and data<br>record<br>history to |



| ГГ          |                    |
|-------------|--------------------|
|             | identify           |
|             | instances          |
|             | when it            |
|             | may not            |
|             | have               |
|             | complied           |
|             | with the           |
|             | power              |
|             | requireme          |
|             | nts                |
|             | specified in       |
|             | section            |
|             | 4.3.1.1, in        |
|             | which case,        |
|             | the ELD            |
|             | must               |
|             | record a           |
|             | power data         |
|             | diagnostics        |
|             | event for          |
|             | the                |
|             | correspond         |
|             | ing                |
|             | driver(s),         |
|             | or under           |
|             | the                |
|             | unidentifie        |
|             | d driver           |
|             | profile if no      |
|             | drivers            |
|             | were               |
|             | authenticat        |
|             | ed at the          |
|             | time of            |
|             | detection.         |
| 2 /         | •                  |
| 4.6.1.2 Syr |                    |
| С           | zation establish a |



| Dia | Diagnosti      | link to the |
|-----|----------------|-------------|
|     | Diagnosti<br>c | engine      |
| g   | L              | _           |
|     |                |             |
|     |                | described   |
|     |                | in section  |
|     |                | 4.2 must    |
|     |                | monitor its |
|     |                | connectivit |
|     |                | y to the    |
|     |                | engine      |
|     |                | ECM and     |
|     |                | its ability |
|     |                | to retrieve |
|     |                | the vehicle |
|     |                | parameters  |
|     |                | described   |
|     |                | under       |
|     |                | section     |
|     |                | 4.3.1 of    |
|     |                | this        |
|     |                | appendix    |
|     |                | and must    |
|     |                | record an   |
|     |                | engine-     |
|     |                | synchroniz  |
|     |                | ation data  |
|     |                | diagnostics |
|     |                | event       |
|     |                | when it no  |
|     |                | longer can  |
|     |                | acquire     |
|     |                | updated     |
|     |                | values for  |
|     |                | the ELD     |
|     |                | parameters  |
|     |                | required    |
|     |                | for records |
|     |                |             |
|     |                | within 5    |





| · · · · · · · · · · · · · · · · · · · |                  |
|---------------------------------------|------------------|
|                                       | manually         |
|                                       | by the           |
|                                       | driver, in       |
|                                       | which case       |
|                                       | it must log      |
|                                       | the              |
|                                       | character<br>"M" |
|                                       | instead.         |
|                                       | Under the        |
|                                       | circumstan       |
|                                       | ces listed in    |
|                                       | this             |
|                                       | paragraph,       |
|                                       | if the ELD       |
|                                       | event is         |
|                                       | due to a         |
|                                       | change in        |
|                                       | duty status      |
|                                       | for the          |
|                                       | driver, the      |
|                                       | ELD must         |
|                                       | prompt the       |
|                                       | driver to        |
|                                       | enter            |
|                                       | location         |
|                                       | manually in      |
|                                       | accordance       |
|                                       | with             |
|                                       | section          |
|                                       | 4.3.2.7 of       |
|                                       | this             |
|                                       | appendix.        |
|                                       | If the           |
|                                       | driver does      |
|                                       | not enter        |
|                                       | the              |
|                                       | location         |



|         |                              |                                    | informatio<br>n and the<br>vehicle is in<br>motion,<br>the ELD<br>must<br>record a<br>missing<br>required<br>data<br>element<br>data<br>diagnostic<br>event for   |
|---------|------------------------------|------------------------------------|---|
| 4.6.1.7 | 4 /<br>Tra<br>ns<br>Dia<br>g | Data<br>Transfer<br>Diagnosti<br>C | the driver.<br>(b) If the<br>monitoring<br>mechanism<br>fails to<br>confirm<br>proper in-<br>service<br>operation<br>of the data<br>transfer<br>mechanism<br>(s), an ELD<br>must<br>record a<br>data<br>transfer<br>data<br>diagnostic<br>event and<br>enter an<br>unconfirme<br>d data<br>transfer |



| 4.6.1.6 5 /<br>Uni<br>g | Unidentifi<br>ed Driver<br>Diagnosti<br>C | mode.         (b) If more         than 30         minutes of         driving in a         24-hour         period         show         unidentifie         d driver on         the ELD,         the ELD,         the ELD,         the ELD,         the ELD,         detect and         record an         unidentifie         d driving         records         data         diagnostic         event and         the data         diagnostic         indicator         must be         turned on         for all         drivers         logged in         to that ELD         for the         current 24-         hour         period and         the |
|-------------------------|---|---|
|-------------------------|---|---|



|         |     |           | (c) An      |
|---------|-----|-----------|-------------|
|         |     |           | unidentifie |
|         |     |           | d driving   |
|         |     |           | records     |
|         |     |           | data        |
|         |     |           | diagnostic  |
|         |     |           | event can   |
|         |     |           | be cleared  |
|         |     |           | by the ELD  |
|         |     |           | when        |
|         |     |           | driving     |
|         |     |           | time        |
|         |     |           | logged      |
|         |     |           | under the   |
|         |     |           | unidentifie |
|         |     |           | d driver    |
|         |     |           | profile for |
|         |     |           | the current |
|         |     |           | 24-hour     |
|         |     |           | period and  |
|         |     |           | the         |
|         |     |           | previous 7  |
|         |     |           | consecutiv  |
|         |     |           | e days      |
|         |     |           | drops to 15 |
|         |     |           | minutes or  |
|         |     |           | less.       |
|         |     |           | In addition |
|         |     |           | to the      |
|         |     |           | required    |
|         | 6/  |           | monitoring  |
|         | Oth | Other     | schemes     |
| 4.6.1.8 | er  | Diagnosti | described   |
|         | Dia | C         | in sections |
|         | g   |           | 4.6.1.1-    |
|         |     |           | 4.6.1.7 of  |
|         |     |           | this        |
|         |     |           | appendix,   |



| the ELD      |
|--------------|
| provider     |
| may          |
| implement    |
| additional,  |
| technology   |
| -specific    |
| malfunctio   |
| n and data   |
| diagnostic   |
| detection    |
| schemes      |
| and may      |
| use the      |
| ELD's        |
| malfunctio   |
| n status     |
| indicator    |
| and data     |
| diagnostic   |
| status       |
| indicator    |
| (described   |
| in sections  |
| 4.6.2.1 and  |
| 4.6.3.1) to  |
| communica    |
| te the       |
| ELD's        |
| malfunctio   |
| n or non-    |
| compliant    |
| state to the |
| operator(s)  |
| of the ELD.  |

# Actions for Malfunction & Data Diagnostic Events



800-358-6178 | ELDsupport@nextraq.com | www.nextraq.com

### **Carrier responsibilities regarding malfunctions:**

- Provide drivers with an instruction sheet describing the various ELD malfunction events and recordkeeping procedures (395.22)
- Provide drivers with a supply of 8 days' worth of blank paper driver records (395.22)
- Repair, replacement, or service
  - Motor carrier must correct the malfunction of the ELD within 8 days of discovery of the condition or a driver's notification to the motor carrier, whichever occurs first (395.34)

### **Record keeping responsibilities by the driver:**

- Malfunction events
  - Note the ELD malfunction and provide carrier with written notice within 24hrs (395.34)
  - Reconstruct driving events for the current 24hr period and previous 7 consecutive days using paper logs (unless they can be retrieved from the ELD) (395.34)
  - Continue to manually prepare driving logs until ELD is serviced and brought back into compliance (395.34)
  - During inspections which take place when a malfunction has occurred: provide safety official with manually kept driver logs (395.34)
- Data diagnostic events
  - Driver must follow the motor carriers and ELD provider's recommendations in resolving the data inconsistency (395.34)

### **Clearing of malfunction and data diagnostic events:**

- ELD needs to capture when a malfunction or data diagnostic event has been cleared by the driver (4.5.1.7)
- Unidentified driving records data diagnostic



• Events that drop to 15 minutes or less during the current 24hr period and previous 7 days can be cleared automatically and there is no requirement to record the automatic clear (4.6.1.6)

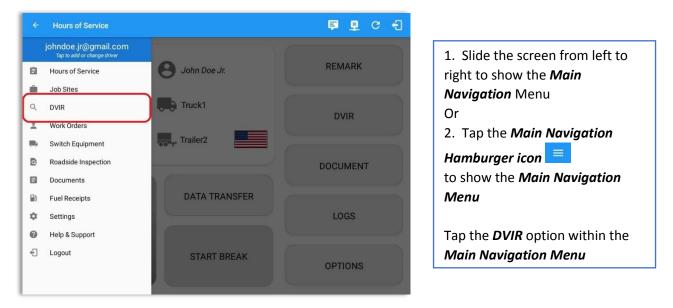


#### 5.4 DVIR

The **DVIR** feature provides a way for you to create online vehicle DVIR reports while in the field. This helps to ensure that your vehicle confirms to the FMCSA's safety regulations.

There are a number of ways to access this feature:

5.4.1 DVIR Feature – Main Navigation Menu



#### 5.4.2 DVIR Feature – Hours of Service Main Screen



From the *Hours of Service Main Screen*, tap the *DVIR* button to display the *DVIR* screen.







|                                    |          |          |                           | Ę                                     | D 🛛 C 🕣   |    |                | /iew Log  |        |          |                          |  | <u>B</u>    | C ·      |
|------------------------------------|----------|----------|---------------------------|---------------------------------------|---|----|----------------|-----------|--------|----------|--------------------------|--|-------------|----------|
| art Time: 12AM                     |          | ÷        | - Thu May 10, 2018        | $\rightarrow$                         | US70hr8days   | s  | Start Time     | e: 12AM   |        | ÷        | - Tue May 15, 201        | $\rightarrow$                              | ì           | US70hr8i |
| M 1 2<br>OFF<br>SB<br>D<br>ON<br>1 | 3 4 5    |          | 9 10 11 N 1 2             |                                       | 8         9         10         11         M           20:28         00:00         00:00         00:00           00:00         00:00         00:00         00:00           20:30         20:30         00:00         00:00 |    | OFF<br>SB<br>D |           | 4 5    |          | 9 10 11 N 1<br>          |  |             |          |
| lation: none                       |          |          | Exception:                |                                       |   |    | Violation: n   | one       |        |          | Exception                | none                                       |             |          |
| Irivers: none                      |          |          | Show                      | allevents                             |   | Co | o-Drivers: n   | one       |        |          | Show                     | allevents                                  |             |          |
| Status                             | Start    | Duration | Location                  | Note                                  | + +<br>EXCEPT ADD   |    | Sta            | tus S     | itart  | Duration | Location                 | Note                                       | +<br>EXCEPT | +        |
| OffDuty                            | 12:00 AM | 20h 28m  |                           |                                       |   |    | 1 OffD         | uty 12    | MA 00: | 13h 59m  |                          |  |             |          |
| Remark                             | 08:27 PM |          | 17mi SSW Collingwood, ON  | Authenticate                          | EDIT  |    | 2 Rema         | ırk 01    | 57 PM  |          | 13mi NW Grand Island, NE | Authenticate                               |             |          |
| Remark                             | 08:27 PM |          | 17mi SSW Collingwood, ON  | Switched vehicle to<br>vehicle Truck1 | EDIT  |    | 3 Rema         | ark 01    | 58 PM  |          | 13mi NW Grand Island, NE | Switched vehicle to<br>vehicle Truck2      |             |          |
| ELD Login                          | 08:27 PM |          | 17mi SSW Collingwood, ON  | ELD Connection                        | NOTE  |    | 4 OnDu         | ity ND 01 | 59 PM  | 00m      | 13mi NW Grand Island, NE |  |             |          |
| Power On                           | 08:27 PM |          | 17mi SSW Collingwood, ON  | Automatic Transition                  | NOTE  |    | 5 Drivir       | ig 01     | 59 PM  | 03m      | 13mi NW Grand Island, NE |  |             |          |
| Power on                           |          | 02m      | 17mi PRW Collingwood ON   | Automatic Transition                  | /   |    | 6 Rema         | urk 01    | 59 PM  |          | 13mi NW Grand Island, NE | Pre-trip DVIR not<br>performed for Vehicle |             |          |
| Driving                            | 08:28 PM | 02m      | Trini Saw Collingwood, ON | Pre-trip DVIR not                     | EDIT  |    |                |           |        |          |                          | Truck2                                     |             |          |

- When driver manually/automatically change to Driving event without completing the Pre-trip DVIR, it will create a 'Remark' event with a note 'Pre-trip DVIR not performed for Vehicle [vehicle name] or Trailer [trailer name]'.
- The Remark event will only be created once per shift.
- The Remark event will be created after it detects or when a first Driving event on the shift cycle is created.
- Also, an **alert** is sent only once for each vehicle or trailer that begins to drive without having done a Pre-Trip DVIR.



### 5.4.3 Selecting Your DVIR Type

Date: 10/25/2017 09:20:49 AM GMT+08:00

SWITCH EQUIPMENT

Tractor

Trailer Trailer

Trailer Trailer

Trailer Trailer

Trailer

Driver

.

INSPECT

INSPECT

INSPECT

INSPECT

INSPECT

Pre-trip

Vehicle: AAN 2564

Trailer: AUB2137

Trailer: SER987

Trailer: Vehicle27

Trailer: AAN890

|                                  | Connect      | 1 |
|----------------------------------|--------------|---|
|                                  | Connect      | 1 |
| DVIR Details                     | Current DVIR |   |
| Date: 10/23/2017 06:35:10 PM CDT | No DVIR      |   |
| Type: Inspector:                 | DVIR HISTORY |   |
| Pre-trip Driver                  | DVIR HISTORY |   |
| Post-trip                        |              |   |
| I EQUIPMENT                      |              |   |
| Ad-hoc                           |              |   |
| Vehicle: Form:                   |              |   |
| Going merry Select form INSPECT  |              |   |
| Selection                        |              |   |
| A                                |              |   |
|                                  |              |   |
|                                  |              |   |
|                                  |              |   |
|                                  |              |   |
|                                  |              |   |
|                                  |              |   |

No DVIR

Choose the appropriate **DVIR Type** from the following options.

Choose the appropriate Inspector from the following options.

You can select a **DVIR Form** from the 6 default DVIR forms or you can also select a **Customized DVIR Forms for Asset(s)** also from the list.

| Select DV             | IR                                  |          |
|-----------------------|-------------------------------------|----------|
|                       | DVIR Details                        |          |
| Date: 10/<br>Type:    | 25/2017 09:20:49 AM G<br>Inspector: | MT+08:00 |
| Pre-trip              | Driver                              |          |
|                       | Vehicle/Trailer                     |          |
| Vehicle:<br>AAN 2564  | Form:<br>Tractor                    | INSPECT  |
| Trailer:<br>AUB2137   | Form:<br>Trailer Trailer            | INSPECT  |
| Trailer:<br>SER987    | Form:<br>Trailer Trailer            | INSPECT  |
| Trailer:<br>Vehicle27 | Form:<br>Trailer                    | INSPECT  |
| Trailer:<br>AAN890    | Form:<br>Trailer Trailer            | INSPECT  |

| a) | Pre: A DVIR conducted   |
|----|-------------------------|
|    | before driving the CMV. |

- b) **Post:** A DVIR conducted after driving a CMV.
- c) Ad Hoc: Any DVIR conducted in any other period that the ones specified in points a & b.



#### 5.4.4 Starting Your DVIR

Tap the *Inspect* button in each equipment to start the DVIR, you will be directed to the *DVIR screen*.

**Note:** However, a dialog as shown below will display that will ask confirmation to switch you to On Duty status to do DVIR if current duty status is in Off Duty or will take you out to Personal Use if current status is Off Duty under Personal Use.

| Inspect<br>You need to be on-duty to do DVIR.<br>Would like to switch your status to on-duty? | Inspect<br>You're currently in Personal Use. Performing a DVIR will switch you to<br>on-duty and will take you out of Personal Use.<br>Would you like to proceed? |
|---|---|
| NO YES  | NO YES  |
| If current duty status is Off Duty  | If current duty status is Off Duty under Personal Use   |

### 5.4.5 Completing the First DVIR Area

| ← Inspect     | Areas    |   |   | ×     | c +                               | Ð                           |          |          |                          |  |             |            |
|---------------|----------|---|---|-------|-----------------------------------|-----------------------------|----------|----------|--------------------------|--|-------------|------------|
| Vehicle disco | nnected  |   |   | Conne | ct                                | x                           |          |          |                          |  |             |            |
| Truck         | c<br>    | NA Parking Brake                                  | 0 | 曰     |                                   |                             |          |          |                          |  |             |            |
| one (13/13)   | Pass All | NA Steering Mechanism                             | Ō |       |                                   |                             |          |          |                          |  |             |            |
| Finish        |          | NA Coupling Devices                               | O |       | _                                 |                             |          |          |                          |  |             | -          |
|               |          | NA Service Brakes (Including Trailer Connections) | ٥ |       | <ul><li>←</li><li>Start</li></ul> | View Lo<br>Time: 12AM       | 9        | ÷        | — Tue May 15, 201        | s →  | 포           | C •        |
|               |          | NA Hazmat Placarding / Shipping Papers            | ۵ |       | OFI                               |                             | 3 4 5    | 6 7 8    | 9 10 11 N 1              | 2 3 4 5 6  | 7 8 9 10    | 11 M<br>13 |
|               |          | NA Lighting Devices and Reflectors                | 0 | Ę     |                                   |                             |          |          |                          | المعلم والمحلية والم<br>المعلم والمحلية والم         |             | 00         |
|               |          | NA Tires  | 0 |       |                                   | 1<br>ion: none<br>ers: none |          |          | Exception                |  |             | 14         |
|               |          | NA Horns  | Ō | Ę     |                                   | Status                      | Start    | Duration | Location                 | all events<br>Note                                   | +<br>EXCEPT | +          |
|               |          | NA Windshield, Wipers, Washers                    | 0 |       | 1                                 | OffDuty                     | 12:00 AM | 13h 59m  |                          |  | EXCEPT      | ADL        |
|               |          | ~   | - | -     | 2                                 | Remark                      | 01:57 PM |          | 13mi NW Grand Island, NE | Authenticate   |             | 4<br>E     |
|               |          |   |   |       | 3                                 | Remark                      | 01:58 PM |          | 13mi NW Grand Island, NE | Switched vehicle to<br>vehicle Truck2                |             | 1          |
|               |          |   |   |       | 4                                 | OnDuty ND                   | 01:59 PM | 00m      | 13mi NW Grand Island, NE |  |             | é          |
|               |          |   |   |       | 5                                 | Driving                     | 01:59 PM | 03m      | 13mi NW Grand Island, NE |  |             | a<br>E     |
|               |          |   |   |       | 6                                 | Remark                      | 01:59 PM |          | 13mi NW Grand Island, NE | Pre-trip DVIR not<br>performed for Vehicle<br>Truck2 |             |            |
|               |          |   |   |       | 7                                 | Remark                      | 02:02 PM |          | 13mi NW Grand Island, NE | Completion of Pre-trip<br>DVIR for Truck2            |             | ;          |

The first *DVIR Area* is selected by default. You can also tap its corresponding tab to display the DVIR items under this area.

You can select the status of each DVIR Item by tapping their respective tri-state check boxes as listed below.



0

Tap the unselected check box once or select the green from Thumbs Up icon to specify that the item has passed.

Tap the unselected check box twice or select the red 💽 Thumbs Down icon to specify that the item has failed.

Tap the unselected check box three times or select the NA [NA] icon it the item is not applicable for the current DVIR.

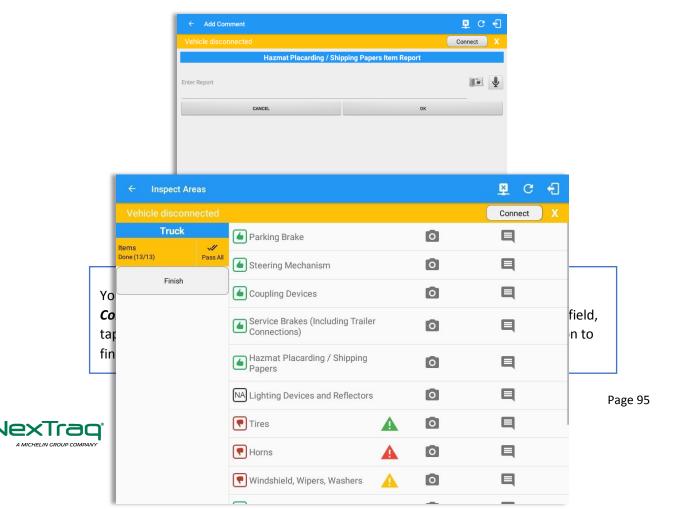
When failing a DVIR, an option for selecting a severity level will appear with its corresponding color: High – Red  $\triangle$ , Medium – Yellow  $\triangle$ , Low – Green  $\triangle$ .

Tap the *Check All* button to automatically select all the DVIR items.

#### 5.4.6 Capturing an Image of a DVIR Item

If you wish to capture an image of a DVIR item, you can tap the *Camera Button*. The Camera app will then appear, proceed to take a picture of the DVIR item. After tapping the *Capture Image Button*, select the Save button to save the image and add it to your item report. You can also discard the captured image by selecting the *Cancel* button.

#### 5.4.7 Add a Comment or Remark to a DVIR Item



If you add an image and a comment or remark to the DVIR item, the *camera* button will have a numbered icon over it depicting the number of images that have been attached; also, any comments or remarks that have been added will be displayed and will replace the *Comments* button.

**Note:** You can also tap the Voice Dictation button (speech to text) to use voice dictation instead of typing your comments or remarks.

#### 5.4.8 Finishing / Certifying Your DVIR

| ← Inspect             | Areas    | ₽ C <del>(</del> ]  |
|-----------------------|----------|---|
| Vehicle disco         | onnected | Connect   |
| Truc                  | k        | Summary   |
| ltems<br>Done (13/13) | Pass All | Start Time: 05/15/2018 02:07:28 PM<br>Elapsed Time: 01:28<br>Items Inspected: 13/13 |
| Finis                 | h        | Inspection Result   |
|                       |          | General Comments  |
|                       |          | Defects Corrected     Condition Satisfactory     Condition Unsatisfactory           |
|                       |          | Signature   |
|                       |          | John Doe Jr.  |
|                       |          | CHANGE SIGNATURE FINISH DVIR  |
|                       |          |   |

To finish / certify your DVIR, select the *Finish* tab, this will display the information detailed on the next page.

#### <u>Summary</u>



### Summary

Start Time: 09/28/2017 09:52:20 AM Elapsed Time: 02:08 Items Inspected: 2/14

- *Start Time* the date and time the DVIR was started.
- *Elapsed Time* the duration of the current DVIR.
- *Items Inspected* this is a counter for the number of items already inspected.

#### **Remaining Items**

**12 Remaining Items** 

Trailer - Brakes

This will only be displayed if you have not yet updated all of the DVIR items, this will show the item(s) that are still to be inspected.

#### **Inspection Result**

| Inspection Result          |
|----------------------------|
| General Comments           |
|                            |
|                            |
|                            |
| ○ Defects Corrected        |
| ○ No Defect Found          |
| O Condition Satisfactory   |
| O Condition Unsatisfactory |

*General Comments* – this is where you can enter your general DVIR report comments.

One of the following options must be selected before the DVIR can be finished / certified.

• Defects Corrected



- No Defect Found (*Note:* 'No Defect Found' option is only available for Canadian cycle drivers.) •
- Condition Satisfactory •
- Condition Unsatisfactory

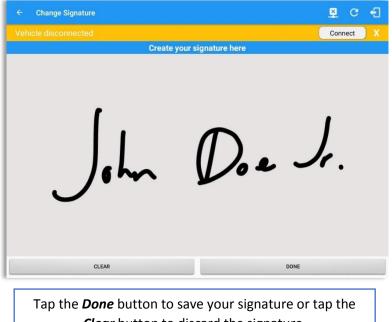
#### Signature



Drivers can change their signature by tapping the *Change Signature* button.

Mechanics and other inspectors can create their signatures by tapping the Change Signature button.

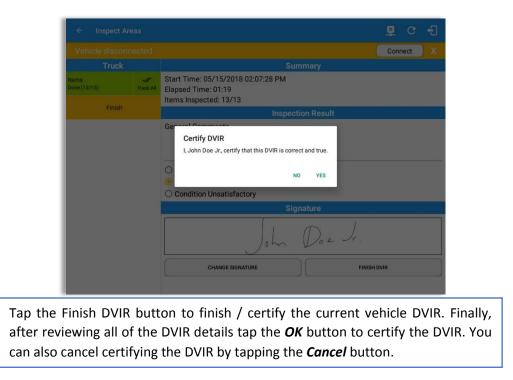
Selecting the *Change Signature* button will open the *Create Your Signature Here* screen:



*Clear* button to discard the signature.



#### 5.4.9 Submit or Certify the DVIR



After successfully certifying the DVIR, a remark event will be created in the Edit Logs screen stating the completion of Pre/Post/Ad-Hoc DVIRs.

|       | - View Lo                       | 9        |         |                          |  | <u>¥</u> C  |                                 |
|-------|---------------------------------|----------|---------|--------------------------|--|---|---------------------------------|
| Star  | rt Time: 12AM                   |          | <       | - Tue May 15, 2018       | $\rightarrow$  | US7   | 0hr8d                           |
|       | M 1 2<br>FF<br>D<br>D<br>I<br>I |          |         |                          |  | 7         8         9         10         11           11         11         11         11         11         11           11         11         11         11         11         11           11         11         11         11         11         11           11         11         11         11         11         11 | M<br>13<br>00<br>00<br>00<br>14 |
| Viola | ation: none                     |          |         | Exception                | : none   |   |                                 |
| Co-Dr | ivers: none                     |          |         | Show                     | allevents  |   |                                 |
|       |                                 |          |         | Location                 | Note   | +<br>EXCEPT   | +<br>ADD                        |
| 1     | OffDuty                         | 12:00 AM | 13h 59m |                          |  |   |                                 |
| 2     | Remark                          | 01:57 PM |         | 13mi NW Grand Island, NE | Authenticate   |   | E                               |
| 3     | Remark                          | 01:58 PM |         | 13mi NW Grand Island, NE | Switched vehicle to<br>vehicle Truck2                |   | EC                              |
|       | OnDuty ND                       | 01:59 PM | 00m     | 13mi NW Grand Island, NE |  |   | EL                              |
| 4     | Driving                         | 01:59 PM | 03m     | 13mi NW Grand Island, NE |  |   | EL                              |
| 4     | Driving                         |          |         |                          | and the second second second second                  |   |                                 |
|       | Remark                          | 01:59 PM |         | 13mi NW Grand Island, NE | Pre-trip DVIR not<br>performed for Vehicle<br>Truck2 |   | E                               |

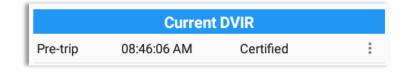
**Note:** A remark 'Pre-trip DVIR not performed for Vehicle [vehicle name] or Trailer [trailer name.]' will display in event history list when driver went Driving without performing Pre-trip DVIR.



### 5.4.10 Deleting a DVIR

• Tap the

Go to the *Current DVIR* section. This is where you can view a list of the DVIRs conducted within the Vehicle DVIR screen:



Email button

to send the completed DVIR to an intended recipient.

- Tap the View button to view the DVIR details (once submitted, this cannot be amended).
- Tap the Remove button to remove the DVIR (once submitted, this cannot be removed).

### 5.4.11 Emailing a DVIR

|  | ₽ C €] 🤞                  | - Compose                             | @ <b>&gt;</b> : |
|--|---------------------------|---------------------------------------|-----------------|
| Vehicle disconnected   | Connect                   | From                                  |                 |
| DVIR Date<br>Send Email<br>Date: 01/25/2018 14:54<br>Type: tog admin@gmail.com, admin2@gmail.com | rrent DVIR<br>Certified : | To backotfice@gmail.com 🗸             |                 |
| Pre-trip Dr<br>swartch recurry CANCEL SEND   | VIRHESTORY                | Co devid jackson@gmail.com DVIR       |                 |
| Vehicle/Trailer  |                           | Compose email                         |                 |
| 1 2 3 4 5 6 7 8  | 9 0 Del 1                 | 1 2 3 4 5 6 7 8 9 0                   | Del             |
| q w e r t y u i  | o p 🗵                     | q w e r t y u i o p                   | ×               |
| a's d'f g h j  | k Done                    | a's d f g h j k l                     | Ş               |
| ☆ z x c v b n m  | , · ·                     | ☆ z x c v b n m , ! . ?               | Ŷ               |
| Ctrl 1@1 🌵 ° @ EN(US) ;  | .com d D C                | Ctrl 11@ @ * English (US) 4           | Þ               |
| Emailing a DVIR via <b>Ser</b>   | rver                      | Emailing a DVIR via <b>Mobile App</b> |                 |

- If Email Sender is set to Server, a Send Email dialog will display when the driver taps Email button to send the completed DVIR. Enter the email address for the recipient. If the recipient is more than one, separate email addresses by comma.
- If Email Sender is set to Mobile App, an app will open (e.g. Gmail app will open for Android device) with a new message that has a DVIR Report PDF file attached.

**Note:** Email Sender option can be set in the portal->account settings under App Controls -> Email Sender.

#### 5.5 DVIR History



| Connect X           DVIR Details         Current DVIR           Date: 11/24/2017 12:31:59 FM GMT+08:00<br>Type:<br>meeting         Pie-trip         12:32:31 PM         Certified         I           Petip         Meshanic<br>memory         Pie-trip         12:32:32 PM         Certified         I           Vehicle/Trailer         Pie-trip         12:32:32 PM         In progress         I         Attas Moore II           Vehicle/Trailer         Nore III         Nore III         Attas Moore II         Attas Moore II           Vehicle/Trailer         Truck         Form         Truck         Nore train         Attas Moore II           Table:         Form         Truck         Form         Attas Moore II         Attas Moore II           Attas Moore II         Attas Moore II         Attas Moore II         Attas Moore II         Attas Moore II           Attas Moore II         Attas Moore II         Attas Moore II         Attas Moore II         Attas Moore II           Vehicle/Trailer         Inspector         Attas Moore II         Attas Moore II         Attas Moore II           Truck         Form         Truck         Beeting         Attas Moore II         Attas Moore II  | Connect Date Inspected |
|--|------------------------|
| Date:         11/24/2017         23:159 PM GMT+08:00         Pre-trip         1:23:221 PM         Certified         I           Pre-trip         Mechanic         Pre-trip         1:23:242 PM         In progress         I           With MC COUPMENT         Pre-trip         1:23:242 PM         In progress         I         All20136         Pre-trip         Atture Moore II           Vehicle/Trailer         Pre-trip         1:23:242 PM         In progress         I         All20136         Pre-trip         Atture Moore II           Vehicle/Trailer         Pre-trip         1:23:42 PM         In progress         I         All20136         Pre-trip         Atture Moore II           Vehicle/Trailer         Pre-trip         Truck         Inspector         Atture Moore II   |                        |
| Type:         Impaction         Pre-trip         12.32.42 PM         In progress         EQuipment         Enuprection         Inspection         Inspection           Pre-trip         Mechanic         DWIR HISTORY         DWIR HISTORY         All/2137         Pre-trip         Adura Moore II           Webdie/Trailer         DWIR HISTORY         MARRING         Adura Moore II         Adura Moore II         Adura Moore II           Vehicle/Trailer         Form:         Truck I         Form:         Adura Moore II         Adura Moore II           Vehicle/Trailer         Form:         Truck I         Form:         Adura Moore II         Adura Moore II           Vehicle/Trailer         Form:         Truck I         Form:         Adura Moore II         Adura Moore II           Vehicle/Trailer         Form:         Form:         Form:         Adura Moore II         Adura Moore II           Vehicle/Trailer         Form:         Truck I         Form:         Form:         Adura Moore II  |                        |
| Pre-trip         Mechanic         Pre-trip         All2213         Pre-trip         Alust Moore II           surface scape weight         Pre-trip         Alust Moore II   |                        |
| Vehicle/Trailer         Al82136         Peetig         Atum Moore II           Vehicle/Trailer         AR890         Peetig         Atum Moore II           Vehicle/Trailer         Atum Moore II         Atum Moore II         Atum Moore II           Vehicle/Trailer         Atum Moore II         Atum Moore II         Atum Moore II           Vehicle/Trailer         Atum Moore II         Atum Moore II         Atum Moore II   | 18/09/2017             |
| Vehicle/Trailer         AM890         Pretip         Aturo Moore II           Vehicle/Trailer         AU82137         Pretip         Aturo Moore II           Vehicle/Trailer         AU82137         Pretip         Aturo Moore II           Truck         Truck         Available         Pretip         Aturo Moore II           Station Moore II         Available         Pretip         Aturo Moore II           Truck         Truck         Pretip         Aturo Moore II   | 18/09/2017             |
| Vision<br>Truck1         Form         Form         ANNING         Prestip         Anton Moore II           Truck1         Truck1         SERVICE 7         Prestip         douglas richards  | 18/09/2017             |
| Truck         Truck         MSPECT         AA890         Pietrip         Aturo More II           Truck         Truck         SER987         Pietrip         douglas inchards   | 17/09/2017             |
| Truck SER987 Pretrip douglas richards  | 17/09/2017             |
| Trader: Form   | 17/09/2017             |
| Trail I INSPECT AU82137 Pretrip douglas richards   | 17/09/2017             |
| Trailer Marcu AAN890 Pretip douglas richards   | 17/09/2017             |
| Trider Form – AUB2136 Pretrip dougles richards   | 17/09/2017             |
| Trail2 Select form INSPECT Program Concernment Pro | epair Comment          |
| Trafer: Form: Coupling Devices   |                        |

The **DVIR History** feature displays the DVIRs for the last 30 days for the currently selected equipment. Completed DVIRs that don't have failed items shows in a row highlighted in green color while Completed DVIRs with failed items are highlighted in red. Also, a '+' can be tap to show the details of failed items.

#### 5.5.1 Viewing DVIR History by Vehicle

|                |                 |                            |                | C          | Connect X      |                 |               |            |          |         |      |
|----------------|-----------------|----------------------------|----------------|------------|----------------|-----------------|---------------|------------|----------|---------|------|
| All Equipment  |                 |                            |                |            |                |                 |               |            |          |         |      |
| Equipment      | Inspection Type | Inspector                  | ·              | Date Inspe | ← DVIR History |                 |               |            | D        | 🕅 G     | ÷ +: |
| Truck1         | Post-trip       | Leonard Do                 | e Jr.          | 09/28/2017 |                |                 |               |            |          | Connect | X    |
| Item Name      |                 | oair Status                | Repair Co      | omment     | Truck1         |                 |               |            |          |         |      |
| Horns<br>Tires |                 | pair made<br>ir not needed | Repaired<br>Ok |            | Equipment      | Inspection Type | Inspecto      | r          | Date Ins | pected  |      |
| Truck1         | Pre-trip        | Leonard Do                 |                | 09/28/2017 | - Truck1       | Post-trip       | Leonard D     | oe Jr.     | 09/28/20 | 17      |      |
|                |                 |                            |                |            | Item Name      | Rej             | oair Status   | Repair Cor | mment    |         |      |
|                |                 |                            |                |            | Horns          | Re              | epair made    | Repaired   |          |         |      |
|                |                 |                            |                |            | Tires          | Repa            | ir not needed | Ok         |          |         |      |
|                |                 |                            |                |            | Truck1         | Pre-trip        | Leonard D     | oe Jr.     | 09/28/20 | 17      |      |
|                |                 |                            |                |            |                |                 |               |            |          |         |      |
|                |                 |                            |                |            |                |                 |               |            |          |         |      |

- DVIR Screen displays DVIR inspections for all equipment by default.
- Tap the Equipment name on the upper left of the screen to view the DVIR of the specified vehicle.



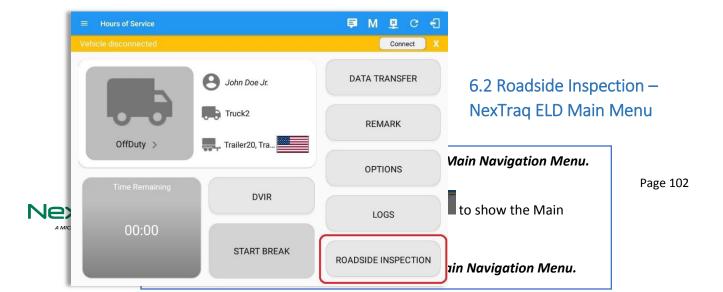
### 6 Roadside Inspection

The Roadside Inspection feature provides the ability to view the driver daily logs for the past one week. It includes information on the vehicle used, shipments and driving statuses. It also has the ability to send all the logs that have already been certified to an intended recipient.

There are a number of ways to access this feature:

### 6.1 Roadside Inspection – Main Navigation Menu

| ÷        | Hours of Service                                    |                | <b>₽ ⊻ C {</b> |
|----------|---|----------------|----------------|
|          | johndoe.jr@gmail.com<br>Tap to add or change driver |                |                |
| Ê        | Hours of Service                                    | B John Doe Jr. | REMARK         |
| <b>•</b> | Job Sites   |                |                |
| ۹        | DVIR  | Truck1         | DVIR           |
| *        | Work Orders   |                | DVIK           |
|          | Switch Equipment                                    | Trailer2       |                |
| ۵        | Roadside Inspection                                 |                | DOCUMENT       |
| в        | Documents   |                |                |
| B        | Fuel Receipts                                       | DATA TRANSFER  |                |
| •        | Settings  |                | LOGS           |
| 0        | Help & Support                                      |                |                |
| ÷        | Logout  | START BREAK    | OPTIONS        |



From the *Hours of Service Main Screen,* tap the *Roadside Inspection* button.

### 6.3 Inspection Screen – Start Review

| ← Roadside Inspection |   | c       |
|-----------------------|---|---------|
|                       | Regulation Mode: ELD 395.20   |         |
|                       | rrent 24-hour period and the previ<br>Start Review <sup>-</sup> button and give your device to the DOT of |         |
|                       | Start Review  |         |
| Тг                    | Data Transfer<br>ansfer data of the compilation of the driver's ELD reco                                  | rds     |
|                       | Data Transfer   |         |
|                       | Tap for instructions.   |         |
| English               | <b>F</b> rançais  | Español |

From the *Roadside Inspection Screen*, tap the *Start Review* button to view the *Driver's Daily Log screen*.

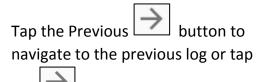


| ← Roadside Inspecti   |  | ec 03, 2018 —  |  | C ← Roadsi                               | le Inspection  | ÷  | Mon Dec 03 | , 2018 ->  |   | c  |
|---|--|--|--|--|--|--|------------|--|---|--|
| Record Date: 3 Opc-18<br>Driver ID: Jackdes #@pm<br>Driver Lonnee AK<br>Start - End Fragme 0.0-10<br>House 0.0-10<br>House 0.0-10<br>Data Desproatic No<br>Indicators: No<br>0 FF | Carrier: Carrier: 2<br>Truck Tractor ID: TRACT<br>Trailer ID:<br>ELD ID:<br>Trme Zone Offset<br>from UTC: -6600<br>Shipping ID:<br>Unidentified Driver<br>Necords: No<br>5 6 7 8 9 10 11<br>1 1 1 1 1 1 1 1 1 1 1 1 1 1<br>1 1 1 1 | Driver Hame: Jack Doe Sc.<br>Driver Licence 345345<br>Exempt Driver Values 45345<br>Co Driver ID, photo a jiggmal<br>Co Driver ID, photo a jiggmal<br>Stati-Tio don<br>Stati-Tio don<br>Stati-Tio don<br>ELD Multinucci No<br>Indicators: No | 24 Period Starting 000000<br>Shipper and<br>Commodity:<br>7 8 9 10 11 M<br>1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 | Driver License<br>State<br>Co-Driver ID: | String         T           0         0           0         0           0         2           2         2           1         3         4           1         1         1           1         1         1 | Carrier: Carrier2<br>TRKE1 (1)<br>ruck Tractor(1): Track(10<br>013)<br>Trailer(10)<br>Trailer(10)<br>Period Starting<br>000000<br>5 7 8 9 10<br>1 1 1 1 1 1 1 1 1 1<br>1 1 1 1 1 1 1 1 |            | Driver Name: John Doe<br>Driver Lisense sproe<br>Number: Number: Nu<br>Status: No<br>Milles Today: 6 mi<br>Shipping ID: 9601 | Truck Tracto<br>Co-Driver<br>Time Zone<br>from<br>Shipp | 007 #:12345<br>387461322W0110<br>CE854447<br>VINE: 9010_1FTEW30T0<br>CE854447<br>VINE: 046 00<br>407640<br>001760<br>001760<br>00170<br>00170<br>00170<br>00170<br>00170<br>00170<br>00170 |
| Exceptions: none  |  |  |  | Time                                     | Locat  | ion  | Duration   | Odometer   | Event Type/Status                                       | Note   |
| Time Loc  | ation Duration   | Odometer Eng Hours   | Event Type/Status Origi  | pin 12:00 AM                             |  |  | 43m        | 0  | OffDuty   |  |
| 12:00 AM  | 40m  |  | Driving Drive  | 12:41 AM                                 | Orni NNE Da  | nbury, CT  |            | 0  | Remark  | Authenticate   |
| *Edited entries   |  |  |  | 12:43 AM                                 | 49 Elisworth Ave, Da   |  | 06m        | 62144  | OnDuty ND   |  |
| Inactive: IC=Changed, ICR+Change Rec  | uested, ICJ= Change Rejected   |  |  | 12:48 AM                                 | 49 Ellsworth Ave, Da<br>USa  |  |            | 0  | Remark  | Added CanEmer-<br>nencyConditions  |
| Road  | dside Inspecti<br>in <b>EL</b>   | on screen for<br><b>D</b> mode   | vehicle  |  | Roadsi   |  |            | n screen j<br><b>D</b> mode  | or vehi   | cle  |

#### Notes:

- Automatic 'Remarks' will not be displayed in the screen such as 'Pre-Trip not performed', 'Authenticate', border crossing and Inter events remarks if current vehicle is in AOBRD mode.
- Notes entered in an added event will be displayed in the Roadside Inspection screen under the "Note" column when in AOBRD mode.
- Driver that is being inspected must provide a password when exiting from the Roadside Inspection Screen.
- For Canadian HOS rules, the License Plate number is displayed for each vehicle driven and each trailer used by the driver on the day.
- Vehicle and trailer information is not shown on Roadside Inspection screen once driver was OffDuty all day for a specific day.

| ← Roads                        | ide Inspection              |                                 |                          |                       |                             | (           |
|--------------------------------|-----------------------------|---------------------------------|--------------------------|-----------------------|-----------------------------|-------------|
|                                |                             | $\leftarrow$                    | Mon Dec 03, 2018         | $\rightarrow$         |                             |             |
| Record Date:                   | 3-Dec-18                    | Carrier: Carrier2               | Driver N                 | ame: Will Smith       | USDOT #: 1                  | 2345        |
| Driver ID:                     | com                         | K Tractor ID:                   | Driver Lic<br>Nut        | ense<br>nber: 3045111 | Truck Tractor VIN:          |             |
| Driver License<br>State:       | QC                          | Trailer ID:                     | Exempt I<br>St           | Iriver<br>atus: No    | ELD Manufacturer:           |             |
| Co-Driver Name:                |                             | ELD ID:                         | Co-Driv                  |                       | Time Zone: 0                |             |
| Miles Today:                   |                             | Zone Offset<br>from UTC: -06:00 | Start<br>Odon            | neter:                | 24 Period Starting<br>Time: | 00000       |
| Start - End Engine<br>Hours:   | 0.0 - 0.0                   | Shipping ID:                    | ELD Malfun<br>Indica     | ction No              | Shipper and<br>Commodity:   |             |
| Data Diagnostic<br>Indicators: | No Unider                   | Records: No                     |                          |                       |                             |             |
| 0FF                            | 2 3 4 5 6                   | 7 8 9 10                        | 0,11,N,1,2               | 3 4 5 6               | 7 8 9 10                    | 11 M<br>01: |
| SB                             | als sta sta sta st          | 1 11 11 11 11                   | alla alla alla alla alla | a de a la altera      | de de de de de de           | 00:         |
| D                              | deals di alcaled            | i ili ala ala                   | de de de de de d         | i strati di ali       | الصلب الصلب ال              | 00:         |
| 0N 1 2                         | الطبيا والمالية المراجلية ا | استباعثنا وتبار                 | ليلعلما ولولولو اولو     | بليناء تبايتيك        | شابتها بتبابته التلبت       | 00:         |
| eptions: none                  |                             |                                 |                          |                       |                             | 01:         |
| Time                           | Location                    | Duration                        | Odometer                 | Eng Hours             | Event Type/Status           | Origin      |
| 12:00 AM                       |                             | 01h 00m                         |                          |                       | OffDuty                     | Auto        |
| 01:00 AM                       | Omi NNE Danbury, CT         |                                 | 0                        | 0                     | Remark                      | Driver      |
|                                | Omi NNE Danbury, CT         |                                 | 204                      | 37149                 | Power On                    | Auto        |
| 01:00 AM                       |                             |                                 |                          |                       |                             |             |



the Next button to navigate to the next log.



## 6.4 Roadside Inspection Screen – Data Transfer

| Roadside Inspection   | C                     |  |            |
|---|-----------------------|--|------------|
| Regulation Mode: ELD 395.20   |                       |  |            |
| Review logs for the current 24-hour period and the previous 7 conset<br>Tap 'Start Review' button and give your device to the DOT Officer<br>Start Review | cutive days           | From the <b>Roads</b><br><b>Screen</b> , tap the <b>B</b><br>button. | -          |
| Data Transfer<br>Transfer data of the compilation of the driver's ELD records   |                       |  |            |
| Data Transfer Tap for instructions.   | ← Roadside Inspection |  |            |
| English Français  | E                     | Regulation Mode: ELD 395.20  |            |
|   | Data                  | Transfer via   |            |
|   | Review log: Sele      | ect Vehicle: All Vehicles  | cutive day |
| Select an option to transfer the  | 8                     | Bluetooth  | _          |
| compilation of the driver's ELD   |                       | USB  | _          |
| records.  | M                     | Email  |            |
|   | <b>P</b> MCA          | Web Service  |            |
|   |                       |  | CANCEL     |
|   |                       |  |            |
|   | English               | I Français   | Español    |



## 7 Switch Equipment

The Switch Equipment feature allows a driver to easily 'switch' from one vehicle to another. It also assists in monitoring and documenting the vehicles being used as part of their driver logs.

There are a number of ways to access this feature:

#### 7.1 Switch Equipment – Main Navigation Menu

| ÷        | Hours of Service                                    |                | 🖻 💆 C 🕣  |
|----------|---|----------------|----------|
|          | johndoe.jr@gmail.com<br>Tap to add or change driver |                |          |
| Ê        | Hours of Service                                    | B John Doe Jr. | REMARK   |
| <b>•</b> | Job Sites   |                |          |
| ٩        | DVIR  | Truck1         | DVID     |
| *        | Work Orders   | 100000         | DVIR     |
|          | Switch Equipment                                    | Trailer2       |          |
| ٩        | Roadside Inspection                                 |                | DOCUMENT |
| 8        | Documents   |                |          |
|          | Fuel Receipts                                       | DATA TRANSFER  |          |
| \$       | Settings  |                | LOGS     |
| 0        | Help & Support                                      |                |          |
| ÷        | Logout  | START BREAK    | OPTIONS  |

 Slide the screen from left to right to show the *Main Navigation Menu*. Or
 Tap the *Main Navigation Hamburger* icon to show the Main Navigation Menu.
 Tap the *Switch Equipment* option within the *Main Navigation Menu*.



### 7.2 Options Menu

|     | ← Options           |                             |                                     | 📱 C 🕣                |              |  |
|-----|---------------------|-----------------------------|-------------------------------------|----------------------|--------------|--|
|     | Vehicle disconnect  | ed                          |                                     | Connect X            |              |  |
|     | SWITCH<br>EQUIPMENT | SHIPPING DOCS               | REMARK                              | LOGON CO-DRIVER      |              | From the <i>Hours of Service Main</i><br><i>Screen</i> , tap the <i>Options</i> button<br>and then tap the <i>Switch</i> |
|     | GAIN TIME           | EXCEPTION                   | DATA TRANSFER                       | SWITCH CO-<br>DRIVER |              | Equipment button.  |
| 7.3 |                     |                             |                                     |                      |              | witch Equipment – DVIR   |
|     | RETURN              | TO HOS SCREEN               | DOCL                                | JMENT                | S            | creen  |
|     |                     | ← Select DVIR               |                                     |                      |              | ₫ C €  |
|     |                     | Vehicle disconnected        |                                     |                      |              | Connect X  |
|     |                     | DV                          | IR Details                          |                      | Current DVI  | R  |
|     |                     | Date: 05/11/2018<br>Type:   | 09:09:05 AM GMT+08:00<br>Inspector: |                      | No DVIR      |  |
|     |                     | Pre-trip                    |                                     |                      | DVIR HISTORY | )  |
|     |                     |                             | -1- (T1)                            | _                    |              |  |
|     |                     | Vehicle: Forr               | cle/Trailer<br>n:<br>ruck           | )                    |              |  |
|     |                     | Trailer: Forr<br>Trailer1 T | n:<br>railer                        | )                    |              |  |
|     |                     | Trailer: Forr<br>Trailer2 S | elect form                          |                      |              |  |
|     |                     |                             |                                     |                      |              |  |

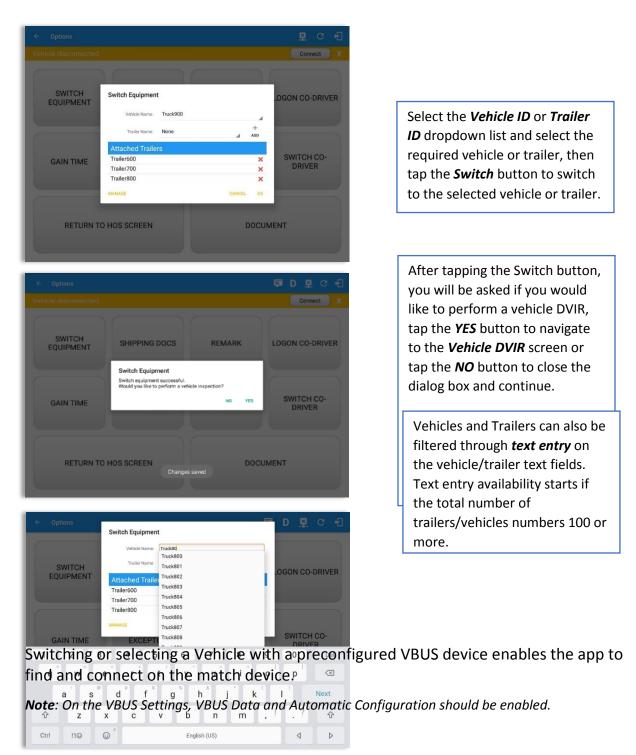
- 1. Slide the screen from left to right to show the *Main Navigation Menu*.
- 2. Tap the *Main Navigation Hamburger* icon **The Internation** to show the Main Navigation Menu Tap the *DVIR* option within the *Main Navigation Menu*.

Or

3. Select the *DVIR* button from the Main Hours of Service Menu and then select the *Switch* button.

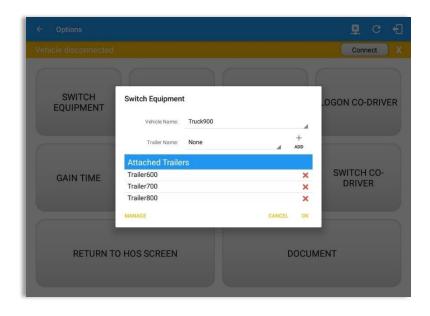


## 7.4 Switching Equipment



7.5 Managing Vehicles / Trailers





You can add, update and delete vehicles or trailers by tapping the *Manage* button; this will display the *Manage Vehicles/Trailers Screen*.

The 'Manage' button is only available given a situation, that the driver is an asset admin and that the 'Allow drivers to manage equipment' options are both enabled in account settings and driver settings. Otherwise, the button will not be available on the Switch Equipment dialog.



# 7.5.1 Manage Vehicles / Trailers – Delete

|           | License Plate |                   | Туре    |  |
|-----------|---------------|-------------------|---------|--|
| Trailer20 |               | 1FTWW33P54EA65602 | Trailer |  |
| Trailer22 |               | 1FT8W3DT0CEB54447 | Trailer |  |
| Trailer44 |               |                   | Trailer |  |
| TRKA1     |               | 5NPE34AFXFH053565 | Vehicle |  |
| TRKE1     | BAC 071       | 3B7HC13Z2WG155910 | Vehicle |  |
| Truck100  | TRCK-02       | JHMCG6658XC001323 | Vehicle |  |
| Truck200  | ABC 677       | 1FT8W3DT0CEB54447 | Vehicle |  |
| Truck3    |               | 1FT8W3DT0CEB54447 | Vehicle |  |
| Truck6    | ASDK 20348    | 2B3AD46V64H593921 | Vehicle |  |
| Truck700A | ABC 013       | 1FT8W3DT0CEB54447 | Vehicle |  |

To delete any of the vehicles or trailers listed, tap the i icon. Vehicles/Trailers made in the portal can be deleted in the NexTraq ELD app and vice versa.

Note: Delete button will be available only when 'Delete' permission is enable for that certain driver. On the portal, go to driver's management page, Vehicles' Delete checkbox and Trailer's Delete checkbox need to be checked. Otherwise the driver will not be able to delete equipment.

|           |                  |                   | Туре    |  |  |
|-----------|------------------|-------------------|---------|--|--|
| Trailer20 |                  | 1FTWW33P54EA65602 | Trailer |  |  |
| Trailer22 |                  | 1FT8W3DT0CEB54447 | Trailer |  |  |
| Trailer44 |                  |                   | Trailer |  |  |
| TRKA1     | Delete Equipment |                   | Vehicle |  |  |
| TRKE1     | Delete Truck6?   |                   | Vehicle |  |  |
| Truck100  | _                | CANCEL DELETE     | Vehicle |  |  |
| Truck200  | ABC 677          | 1FT8W3DT0CEB54447 | Vehicle |  |  |
| Truck3    |                  | 1FT8W3DT0CEB54447 | Vehicle |  |  |
| Truck6    | ASDK 20348       | 2B3AD46V64H593921 | Vehicle |  |  |
| Truck700A | ABC 013          | 1FT8W3DT0CEB54447 | Vehicle |  |  |

Tap the **DELETE** button within the **Delete Equipment** dialog to confirm deletion or, tap the **CANCEL** button to return without deleting.



## 7.5.2 Manage Vehicles / Trailers – Edit

| ← Manage Vehicles | /Trailers     |                   |         | 🛉 C 🗧 |
|-------------------|---------------|-------------------|---------|-------|
| Name              | License Plate | VIN               | Туре    |       |
| Trailer20         |               | 1FTWW33P54EA65602 | Trailer | 1     |
| Trailer22         |               | 1FT8W3DT0CEB54447 | Trailer | 1     |
| Trailer44         |               |                   | Trailer | 1     |
| TRKA1             |               | 5NPE34AFXFH053565 | Vehicle | 1     |
| TRKE1             | BAC 071       | 3B7HC13Z2WG155910 | Vehicle | 1     |
| Truck100          | TRCK-02       | JHMCG6658XC001323 | Vehicle | 1     |
| Truck200          | ABC 677       | 1FT8W3DT0CEB54447 | Vehicle | 1     |
| Truck3            |               | 1FT8W3DT0CEB54447 | Vehicle | 1     |
| Truck6            | ASDK 20348    | 2B3AD46V64H593921 | Vehicle | 1     |
| Truck700A         | ABC 013       | 1FT8W3DT0CEB54447 | Vehicle | 1     |
| earch Equipment   |               |                   |         |       |

|           | Modify Equipment                           |         |   |
|-----------|--|---------|---|
|           | Туре                                       | Туре    |   |
| Trailer20 | Name                                       | Trailer | 1 |
| Trailer22 | Truck6                                     | Trailer | 1 |
| Trailer44 | 2B3AD46V64H593921                          | Trailer | 1 |
|           | Codometer Offset (mi)                      |         |   |
| TRKA1     | 0  | Vehicle |   |
| TRKE1     | License Plate<br>ASDK 20348                | Vehicle | 1 |
| Truck100  | License Plate State                        | Vehicle | 1 |
| Truck200  | Ontario (ON)                               | Vehicle | 1 |
| Truck3    | Regulation Mode<br>ELD - Regulation 395.20 | Vehicle | 1 |
| Truck6    | GPS Receiver                               | Vehicle | 1 |
| Truck700A | CANCEL SAVE                                | Vehicle | 1 |

To edit any of the vehicles or trailers listed, tap the icon, make any required changes to the selected truck or trailer and then tap the **SAVE** button to save the changes or, tap the **CANCEL** button to return without saving.

Note: Edit button will be available only when 'Edit permission is enable for that certain driver. On the portal, go to driver's management page, Vehicles' Edit checkbox and Trailer's Edit checkbox need to be checked. Otherwise the driver will not be able to edit an equipment.



# 7.5.3 Manage Vehicles / Trailers – Add

| Name      | License Plate |                   | Туре    |  | + |
|-----------|---------------|-------------------|---------|--|---|
| Trailer20 |               | 1FTWW33P54EA65602 | Trailer |  |   |
| Trailer22 |               | 1FT8W3DT0CEB54447 | Trailer |  |   |
| Trailer44 |               |                   | Trailer |  |   |
| TRKA1     |               | 5NPE34AFXFH053565 | Vehicle |  |   |
| TRKE1     | BAC 071       | 3B7HC13Z2WG155910 | Vehicle |  |   |
| Truck100  | TRCK-02       | JHMCG6658XC001323 | Vehicle |  |   |
| Truck200  | ABC 677       | 1FT8W3DT0CEB54447 | Vehicle |  |   |
| Truck3    |               | 1FT8W3DT0CEB54447 | Vehicle |  |   |
| Truck6    | ASDK 20348    | 2B3AD46V64H593921 | Vehicle |  |   |
| Truck700A | ABC 013       | 1FT8W3DT0CEB54447 | Vehicle |  |   |

To add a new truck or trailer, tap the the button, this will open the Create Equipment dialog, enter the following details: Vehicle Type – Vehicle or Trailer

Vehicle/Trailer Name – Vehicle or Trailer name VIN – Vehicle Identification Number License Plate – License number

Fill in the **Device Information** section to pre-configure the Vehicle to a specific VBUS device.

When creating a new equipment, the default selected device option is set to "**None**". Also, If the option "**None**" is selected, on the create/edit equipment screen, all other fields on the ELD configuration section will be hidden.

|           | Create Equipment            |     |         |     |
|-----------|-----------------------------|-----|---------|-----|
| Name      | License Plate State         |     | Туре    | ADD |
| AOBRDTRK  | None                        | •   | Vehicle |     |
| AOBRDTRK2 | Regulation Mode             |     | Vehicle |     |
|           | ELD - Regulation 395.20     | *   | Vehicle |     |
| CASC01    | GPS Receiver                |     | Vehicle |     |
| DB20      | Either Device               | *   | Trailer |     |
| ELDTRK1   | None                        | •   | Vehicle |     |
| TRAIL33   | Use GPS Odometer            |     | Trailer |     |
| TRAILCAN  | Use Calculated Engine Hours |     | Trailer |     |
| TRAILCAN2 | Device<br>VBUS Device       |     | Trailer |     |
| Trailer20 | None                        | •   | Trailer |     |
| Trailer22 | CANCEL                      | ADD | Trailer |     |
|           |                             |     |         |     |
|           |                             |     |         | _   |

Tap the  $\frac{1}{200}$  button to save the new truck or trailer or, tap the **CANCEL** button to cancel adding the new truck or trailer.

**Note:** Add button will be available only when 'Add' permission is enable for that certain driver. On the portal, go to driver's management page, Vehicles' Add checkbox and Trailer's Add checkbox need to be checked. Otherwise the driver will not be able to add an equipment.



| arch Equipment |   |              |          | Q Search Equipment |                     |                   |         |  |
|----------------|---|--------------|----------|--------------------|---------------------|-------------------|---------|--|
|                | Create Equipment                        | Туре         | +<br>Add | Name               | Cr                  | eate Equipment    |         |  |
|                | · · · · ·                               | )<br>        |          |                    | Equipment Informa   | tion              |         |  |
| TRKE1          | Odometer Offset Odometer Offset mi      | Vehicle      | × ×      | TRKE1              | Name                | Name              | Vehicle |  |
| TRL435         | License Plate License Plate             | Trailer      | / ×      | TRL435             | Туре                | Trailer 🗸         | Trailer |  |
| Trailer20      | License Plate State None 🗸              | Trailer      | 2 ×      | Trailer20          | VIN                 | (VIN )            | Trailer |  |
| Trailer22      | Use GPS Odometer                        | Trailer      | / ×      | Trailer22          | License Plate       | License Plate     | Trailer |  |
| Truck100       | Use Calculated O                        | Vehicle      | 2 ×      | Truck100           | License Plate State | None 🗸            | Vehicle |  |
| Truck200       | GPS Source Either Device 🗸              | Vehicle      | / ×      | Truck200           | DVIR Form           | None 🗸            | Vehicle |  |
| Truck3         | DVIR Form None V                        | Vehicle      | 2 ×      | Truck3             |                     |                   | Vehicle |  |
| Truck6         | Regulation Mode ELD - Regulation 395.20 | Vehicle      | / ×      | Truck6             |                     | Cancel Add        | Vehicle |  |
| Truck700A      | VBUS Device None                        | Vehicle      | / ×      | Truck700A          |                     | 1F18W3D10CE854447 | Vehicle |  |
| Truck800E      | Cancel A                                | dd Vehicle   | / ×      | Truck800E          |                     | 3D4GG67V79T243032 | Vehicle |  |
| Truck90        | TRCK-01 3GCRKSE32AG15                   | 5128 Vehicle | 2 ×      | Truck90            | TRCK-01             | 3GCRKSE32AG155128 | Vehicle |  |
| TruckCAN       | ABX 123 2GNALAEK3F1125                  | 9818 Vehicle | / ×      | TruckCAN           | ABX 123             | 2GNALAEK3F1129818 | Vehicle |  |
|                | CAN 42 4T1BE32K65U63                    | 8081 Vehicle | / ×      | TruckCAN2          | CAN 42              | 4T1BE32K65U638081 | Vehicle |  |

#### Notes:

- The connection type defers on the VBUS Device selected.
- For iOS app, VBUS Device information is not displayed. Only for Android application.
- If user selects "Digi WVA" in connection type, then admin password field is required.
- Firmware version field can be manually populated. For some VBUS device, it is already prepopulated.
- In the Portal, an ability to determine on which VBUS devices will be displayed is present. Accordingly, on the app, only those devices selected on the portal will be displayed in the "**VBUS Device**" menu.

When creating/modifying an equipment with a selected type of "Trailer", the VIN field is also enabled but is not required when saving. VIN field does not require valid format.

If the VIN is optionally populated and that the source is not the engine ECM, it will be auto converted to capital letters when saved.



| Name      | License Plate | VIN               | Туре    |   | +<br>ADD |
|-----------|---------------|-------------------|---------|---|----------|
| Trailer20 |               | 1FTWW33P54EA65602 | Trailer | / | i        |
| Trailer22 |               | 1FT8W3DT0CEB54447 | Trailer | 1 | Î        |
| Trailer44 |               |                   | Trailer | 1 | ì        |
| TRKA1     |               | 5NPE34AFXFH053565 | Vehicle | 1 | Î        |
| TRKE1     | BAC 071       | 3B7HC13Z2WG155910 | Vehicle | / | Ì        |
| Truck100  | TRCK-02       | JHMCG6658XC001323 | Vehicle | / | 1        |
| Truck200  | ABC 677       | 1FT8W3DT0CEB54447 | Vehicle | 1 | 1        |
| Truck3    |               | 1FT8W3DT0CEB54447 | Vehicle | 1 | Î        |
| Truck6    | ASDK 20348    | 2B3AD46V64H593921 | Vehicle | 1 | Î        |
| Truck700A | ABC 013       | 1FT8W3DT0CEB54447 | Vehicle | / | 1        |

Once the new vehicle or trailer has been added, it will be displayed in the *Manage Vehicles/Trailers screen.* 

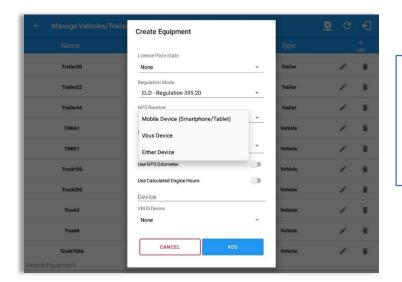
|           | Create Equipment            |      |         |          |
|-----------|-----------------------------|------|---------|----------|
| Name      | L                           | 0/10 | Туре    | +<br>ADD |
| Trailer20 | License Plate               |      | Trailer | 2 I      |
| Trailer22 | License Plate State         |      | Trailer | - Z - T  |
| Trailer44 | None<br>Regulation Mode     | •    | Trailer | / 1      |
| TRKA1     | ELD - Regulation 395.20     | *    | Vehicle | / 1      |
| TRKEI     | AOBRD - Regulation 395.15   | -    | Vehicle | / 1      |
| Truck100  | Form:<br>None               |      | Vehicle | 2 I      |
| Truck200  | Use GPS Odometer            |      | Vehicle | - Z - T  |
| Truck3    | Use Calculated Engine Hours |      | Vehicle | 2 F      |
| Truck6    | Device                      |      | Vehicle | Z 1      |
| Truck700A | CANCEL                      |      | Vehicle | Z 1      |

A **Regulation Mode** option to switch between 395.15 (AOBRD) and 395.20 (ELD) support is available. When 395.15 (AOBRD) mode is selected it turns off all 395.20 (ELD) features. It simply records the drivers' events regardless to the FMCSA rules. ELD is set as the default regulation mode for all new equipment.

#### Notes:

- Drivers on the app cannot change the Regulation Mode unless the driver is allowed to do so by enabling the following account control within the Account Settings under App Controls -> 'Allow drivers to specify vehicle HOS Regulation Mode (AOBRD or ELD).
- When in AOBRD mode, disables the data transfer button in the Options screen and changed the button to 'Email Logs' in the Roadside Inspection screen.
- When the driver is in AOBRD mode then the edit "\*" sign & events will not be displayed in the Edit Logs screen and on the Certified PDF logs.





A **GPS Receiver** option allows the user to change how to get the device GPS positions. The GPS Receiver settings can be set in a specific vehicle in the portal->equipment management page.

|                     |          | ler<br>Modify E | Equipment               |      |         |         |
|---------------------|----------|-----------------|-------------------------|------|---------|---------|
|                     |          | r Name          |                         |      | Туре    |         |
| TF                  | IKA1     | Truck6          | Truck6                  |      | Vehicle | / 1     |
| τ                   | KE1      | 2B3AD           | 2B3AD46V64H593921       |      | Vehicle | / 1     |
| Tru                 | Truck100 |                 | Decompeter Offset (mi)  |      | Vehicle | × 1     |
| Tru                 | ck200    |                 |                         |      | Vehicle | - Z - F |
| Tr<br>earch Equipme | uck3     |                 | CANCEL                  | SAVE | Vehicle | - × =   |
| 1                   | 2        | 3               | $\overline{\mathbf{X}}$ |      |         |         |
| 4                   | 5        | 6               | Next                    |      |         |         |
| 7                   | 8        | 9               |                         |      |         |         |
|                     | 0        |                 | @ ·                     |      |         |         |

An **Odometer Offset** allows driver or personnel to adjust the odometer so that the driver will see an odometer matches their dashboard, rather the engine odometer. Possible scenario is when the engine is replaced and the value is not yet synchronized.

#### Notes:

- Negative entry for odometer offset field is allowed.
- Odometer offset does not affect app screens like Roadside Inspection and Certified Logs PDF.
- If the saved offset is 100, and the logs have odometer values of 10, 20, 30, 40, will display to the driver 110, 120, 130, 140 (Odometer + Offset).
- If the offset is 100, and the driver edits an event to change the odometer from 140 to 130, will display 130 100 (the Offset) or 30 to the log.



## 8 Documents

The Documents feature provides an easy way to capture, view and email documents related to hours of service activities. This includes documentation such as bill of lading, fuel receipts, accident photos etc.

There are a number of ways to access this feature:

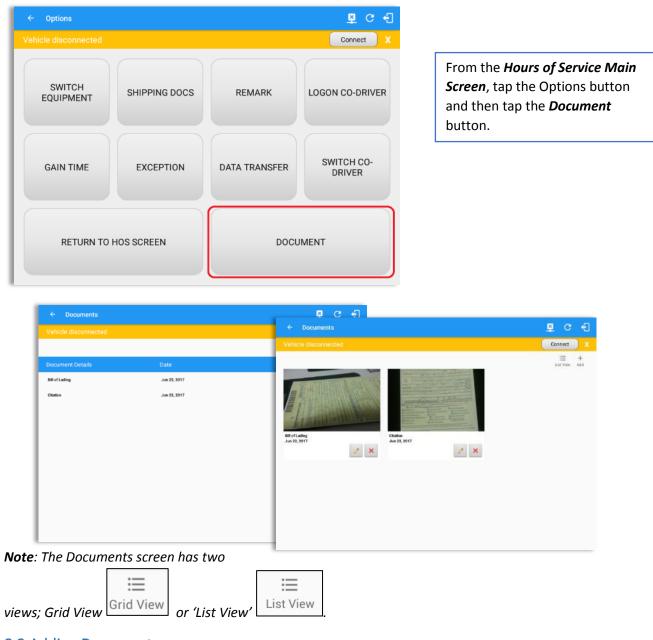
#### 8.1 Documents – Main Navigation Menu

| ÷  | Hours of Service                                    |               | 🖻 💆 C 🕄  |
|----|---|---------------|----------|
|    | johndoe.jr@gmail.com<br>Tap to add or change driver |               |          |
| Û  | Hours of Service                                    | John Doe Jr.  | REMARK   |
| •  | Job Sites   |               |          |
| Q  | DVIR  | Truck1        | DVIR     |
| ÷  | Work Orders   |               | DVIR     |
|    | Switch Equipment                                    | Trailer2      |          |
| Q  | Roadside Inspection                                 |               | DOCUMENT |
|    | Documents   |               |          |
| Bð | Fuel Receipts                                       | DATA TRANSFER |          |
| \$ | Settings  |               | LOGS     |
| 0  | Help & Support                                      |               |          |
| Ð  | Logout  | START BREAK   | OPTIONS  |

 Slide the screen from left to right to show the *Main Navigation Menu*. Or
 Tap the *Main Navigation Hamburger* icon to show the Main Navigation Menu.
 Select the *Documents* button from the Main Hours of Service Menu.

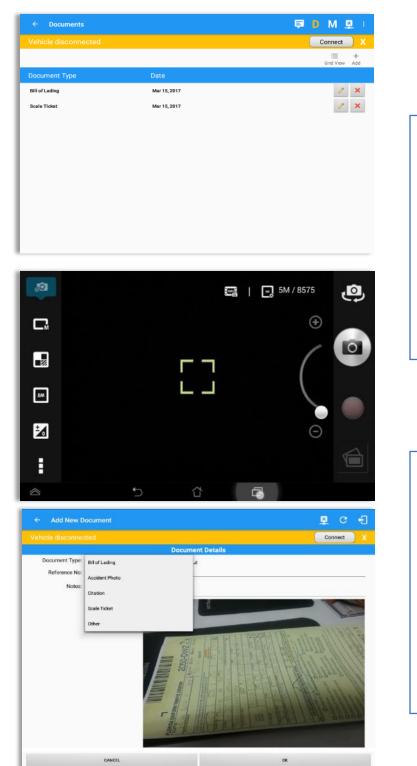


#### 8.2 Documents – Options Menu



8.3 Adding Documents





8.4 Editing / Deleting a Document

Tap the **Add** button, the camera app will open and you can then take a picture of the document or damage etc.

After tapping the Capture Image button, tap the Save button to save the image and add it to your document. You can also discard the image if you are not happy with the picture by tapping the Retry button.

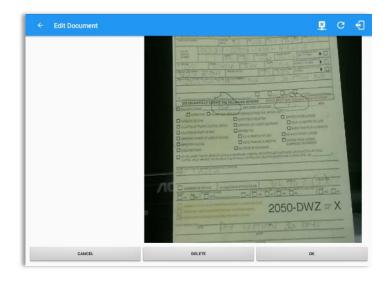
Select the type of document you wish to save by tapping the Document Type drop down list and selecting from the available options.

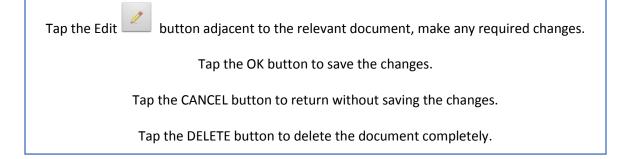
Enter your *Reference Number* Add any *Notes* to support the image.

Tap the **OK** button to save and continue or tap the **CANCEL** button to return without saving.



|                      |              | Connect       |
|----------------------|--------------|---------------|
| venicie disconnected |              | ≡ +           |
|                      |              | Grid View Add |
| Document Type        | Date         |               |
| Bill of Lading       | Mar 15, 2017 | 1 ×           |
| Scale Ticket         | Mar 15, 2017 | 1 ×           |
|                      |              |               |
|                      |              |               |
|                      |              |               |
|                      |              |               |
|                      |              |               |
|                      |              |               |
|                      |              |               |
|                      |              |               |
|                      |              |               |
|                      |              |               |

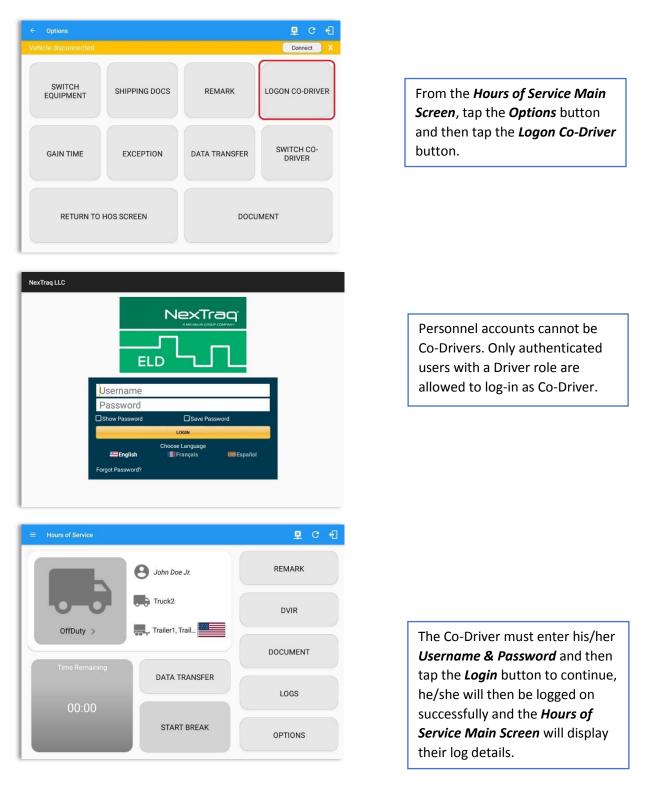






# 9 Co-Drivers

## 9.1 Logon Co-Driver



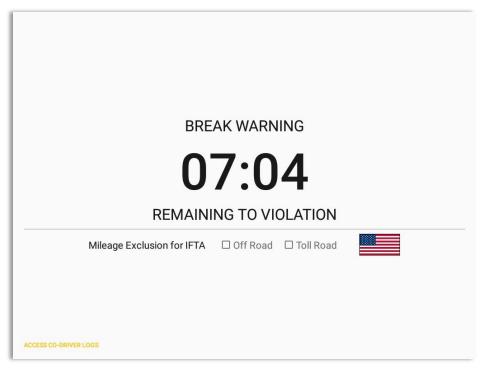


| M 1 2 3 4 5 6 7 8 9 10 11 N 1 2 3 4 5 6 7 8 9 10 10 10 5 1 1 0 1 1 0 1 1 0 1 1 1 0 1 1 1 1   | 01:<br>00:<br>00:<br>00: |
|--|--------------------------|
| D<br>1 3<br>Volution: none<br>D<br>1 1<br>2<br>Volution: none<br>D<br>1<br>2<br>Volution: none<br>D<br>1<br>2<br>Volution: 1<br>2<br>Volution: | 00:                      |
| Violation: none Exception: none  | 01:                      |
|  | 01.                      |
| Status Start Duration Location Note +  | +<br>ADD                 |
| 1 OffDuty 12:00 AM 1h 41m  |                          |
| 2 Remark 01:41 AM 13mi NW Grand Island, NE Authenticate  | EDI                      |
| 3 Remark 01:41 AM 13mi NW Grand Island, NE Co-Driver(s): David<br>Jackson Sr.; John Doe Jr.  | EDI                      |

In addition, the Co-Driver's name is displayed in the daily logs which is placed under the grid

# Team Driving

When in Team Driving, The Co-Driver is allowed to review his/her information by having the "Access Co-Driver Logs" option on the lock screen which allows them to access the NexTraq ELD dashboard and subsequently select the Logs option while the vehicle is still in motion.



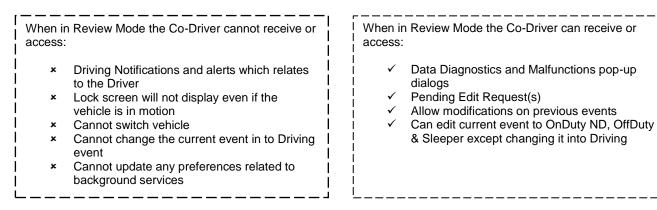


| Choose Driver<br>johndoe.jr@gmail.com<br>david.jackson@gmail.com<br>jack.wood@gmail.com | O       CAMPEL | Cho       Driver Authentication         johr       Enter password for david jackson@gmail.com         david       Show Password         jack       OK         Mileage Exclusion for       OK |  |
|---|----------------|--|--|
| Once the Co-  |                | Driver has   |  |

 Successfully
 See steps in 9.2 Switch Driver to complete process.
 logged in,

the main dashboard is displayed with the co-driver's information while setting the app in Review Mode with limited capabilities.

### Review Mode



Notes: (When the vehicle is still in motion)

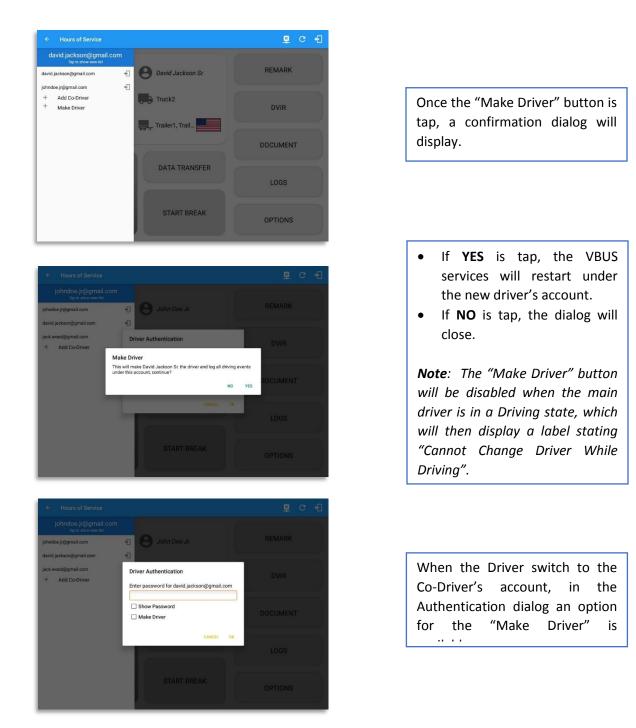
• Attempts to change the status to Driving will only display an error stating "Cannot change status while vehicle is in motion."

| Error                                    |    |
|--|----|
| Currently driving, cannot switch vehicle |    |
|  | ОК |

• Attempts to Accept or Reject requested driving event is not allowed in a co-driver's account, instead an error dialog is displayed stating that "Only "Driver" can switch to "Driving" as current status."



When a Co-Driver is on the Review Mode and that the vehicle is not in motion, an option to make the co-driver to become the Driver is available on the Drivers List.



**Note**: A driver that is set as the Driver is the one currently using the application while the other one is only in the monitoring state.



## **Reassign Driving Time**

← Tue May 15, 2018 Bini NW Grand Island, NE performed for V 6 Remark 13mi NW Grand Island, NE Completion of Pre-DVIR for Truck2 7 Remark 01:41 AM Reassign Driving Time Note: Automatic Transition 01:43 AM 01:43 AM Select david.jackson@gmail.com 12 ELD Logou 01:46 AM 1 13 Sleeper 1 17 Driving

| Star | t Time: 12AM |          | ← Tue May 15, 2018 →   |  | Ihr8day |
|------|--------------|----------|--|--|---------|
| 6    | Remark       | 12:59 AM | Pre-trip UVIK not<br>13mi NW Grand Island, NE performed for Vehicle<br>Truck2  |  | EDIT    |
| 7    | Remark       | 01:02 AM | 13mi NW Grand Island, NE Completion of Pre-trip<br>DVIR for Truck2             |  | EDIT    |
| 8    | Remark       | 01:41 AM | Paulikar lanaad le: David  |  | EDIT    |
| 9    | Remark       | 01:41 AM | Reassign Driving Time  |  | FDIT    |
| 10   | ELD Login    | 01:43 AM | Reassign Driving Time<br>Are you sure you want to reassign this driving event? |  | NOTE    |
| 11   | Power On     | 01:43 AM |  |  | NOTE    |
| 12   | ELD Logout   | 01:46 AM | NO YES   |  | NOTE    |
| 13   | Sleeper      | 01:47 AM |  |  | EDIT    |
| 14   | ELD Login    | 01:50 AM | ELD Connection   |  | NOTE    |
| 16   | Power On     | 01:50 AM | Automatic Transition   |  | NOTE    |
| 17   | Driving      | 01:50 AM | 00m 13mi NW Grand Island, NE Automatic Transition                              |  | EDIT    |

The ELD allows the driver to reassign his driving time to a co-driver.

Tap on the Edit button of the created auto driving event to display the Reassign Driving Time dialog. Select for the co-driver's name of the list.

Once the OK button is tap, it will display a confirmation dialog whether to proceed to reassign the driving time event.

- If YES is tap, the driving event will have recorded as an Inactive Changed (IC) event on the main driver's log
- If **No** is tap, the dialog will close and will not reassign the driving time.

Switch to the Co-Driver's account to check the Reassign Driving Time which will be displayed on the Pending Edit Request dialog.

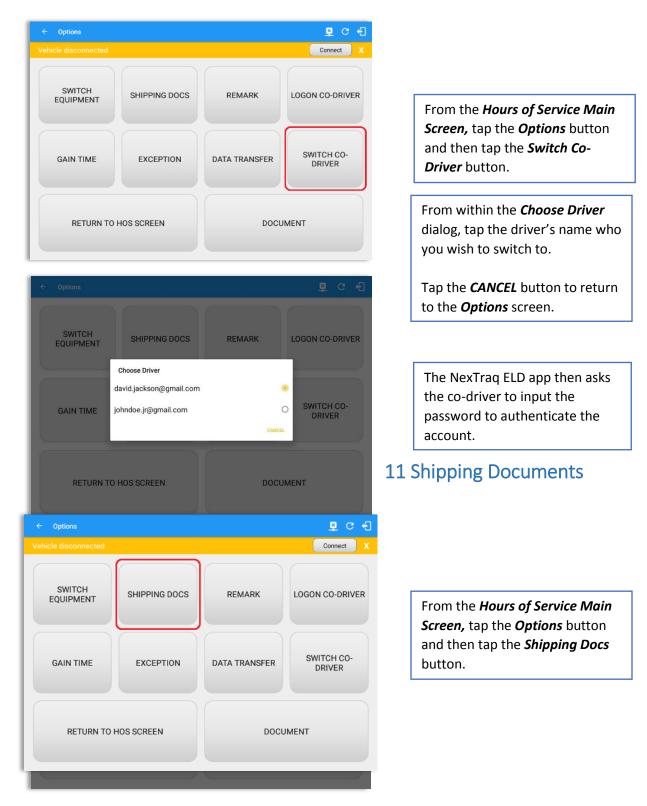
- If Accepted, the driving event will be reassigned and recorded on the co-driver's log.
- If Rejected, the driving event will not be recorded under the codriver's log. However, it will be displayed as an Inactive Changed Rejected (ICJ) event (both Main and Co-drivers log).

**Note**: A Co-Driver is not allowed to accept or reject a requested Driving event. Only "Driver" can switch to "Driving" as current status



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## 9.2 Switch Driver





| ← Options            |  | <b>₱ D ₽</b> C € |
|----------------------|--|------------------|
| Vehicle disconnected | Enter Shipping Docs  | Connect X        |
|                      | B/L or Manifest No. Enter  |                  |
| SWITCH<br>EQUIPMENT  | Shipper and<br>Commodity Enter   | LOGON CO-DRIVER  |
| EQUIPMENT            | CANCEL OK  |                  |
|                      |  |                  |
| 1 2 @ 3 #            | 4 <sup>/</sup> 5 <sup>%</sup> 6 <sup>^</sup> 7 <sup>&amp;</sup> 8 <sup>*</sup> | 9 ( 0 ) Del      |
| q w e                | r t y u i  | o p 🛯            |
| a s c                | d <u>f</u> gh <u>j</u> k   | · · · ·          |
| † z x                | c v b n m  | ,! .? <b>†</b>   |
| Ctrl Sym             | English(US)  |                  |

Enter the *Bill of Lading* or *Manifest Number.* 

Enter the *Shipper* or *Commodity*.

Tap the **OK** button to save the details.

Tap the *CANCEL* button to return without saving.

# 11 Add Remark

From the *Hours of Service Main Screen,* tap the *Options* button and then tap the *Remarks* button.

| ← Options                                    |                                 |  |  |
|--|---------------------------------|--|--|
| Vehicle disconnected                         | Add Remark                      |  |  |
| SWITCH<br>EQUIPMENT                          | CANCEL OK                       |  |  |
| 1 <sup>-</sup> 2 <sup>@</sup> 3 <sup>#</sup> | 4 / 5 % 6 ^ 7 & 8 * 9 ( 0 ) Del |  |  |
| q w e  | r t y u i o p 🗠                 |  |  |
| a s d  | I f g h j k I ↔                 |  |  |
| t z x  | c v b n m ,! .? <b>†</b>        |  |  |
| Ctrl Sym 😁 *                                 | English(UK)                     |  |  |

Enter the *Remark.* 

Tap the **OK** button to save the remark.

Tap the **CANCEL** button to return without saving.

### Off Road / Toll Road Feature:

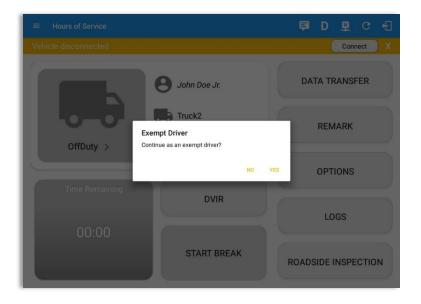


- When **Off Road** is enabled it will create a "Remark" with a note "Off Road". When uncheck it will create a "Remark" with a note "On Road".
- When **Toll Road** is enabled it will create a "Remark" with a note "Start Toll Road". When uncheck it will create a "Remark" with a note "End Toll Road".

**Note:** Hide or unhide "Off Road" and "Toll Road" options in the portal->Account Controls under App Controls-> "Show Off Road" and "Show Toll Road" checkboxes.

### 12 Exempt Driver

If the Driver is an **Exempt Driver** or a driver that operates under the short-haul exemption (395.1 (e)), upon *logging in* or *logging out* a dialog will display confirming whether the driver chooses to continue as an exempt driver.

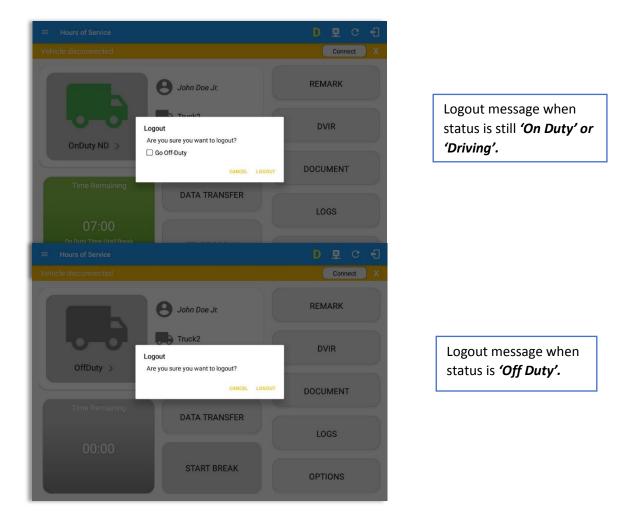


By selecting the OK button, the "**No Logs for Non-CDL-Driver Short-Haul Drivers operating within 150 air-miles**" exception will be enabled. You can enable Exempt Driver through these steps:

Login to Portal  $\rightarrow$  Go to the Drivers Management page  $\rightarrow$  Select on New Driver button or select the Edit driver button  $\rightarrow$  Enable the Exempt Driver option



# 13 Logout



**Note**: Once the "**Logout**" option is tapped, the valid driver that logged into the NexTraq ELD app will be logged out and the NexTraq ELD app will be close completely (with no NexTraq LLC service or VBUS service running in the background).



## 14 Unidentified Driving Events

**Unidentified Driving Events** are events that are automatically recorded when a vehicle has been moving for more than 3 minutes while there is no driver logged in. These events are recorded under "**Unidentified Driver**" account. Unidentified Driving events can be accepted by actual drivers upon logging in to the app (within the Pending Request(s) window). However, the app prevents from Unidentified Driving for vehicle in **AOBRD** mode.

|                | 0        | John Doe Jr.      |              | DA     | TA TRANS | SFER |
|----------------|----------|-------------------|--------------|--------|----------|------|
| Pending Edit F |          | o each event to v | iew details  |        |          |      |
| Event          | Start    |                   |              |        | tion     |      |
| 1 OnDuty ND    | 07:30 PM | Aug 02, 2018      | Personnel    | ACCEPT | REJECT   |      |
| 2 Driving      | 07:31 PM | Aug 02, 2018      | Personnel    | ACCEPT | REJECT   |      |
| 3 Driving      | 12:31 AM | Jul 30, 2018      | Unidentified | ACCEPT | REJECT   |      |
|                |          |                   |              |        | CANCEL   |      |
| 00:00          | 6        |                   |              |        |          |      |
|                |          | START BR          | FAK          |        |          |      |

When the next Authenticated Driver logs in or logs out, this popup will then appear. In order for the Unidentified Driving Events to be reassigned, the logged in driver will be the one to accept or reject the **Pending Edit Requests** of the Unidentified Driver.

oort@

| ent |
|-----|
|     |

|                         |                             | CANCEL | YES |
|-------------------------|-----------------------------|--------|-----|
|                         |                             |        |     |
| Enter annotation for th | nis event                   |        |     |
| Reason:                 |                             |        |     |
| Note:                   | Automatic Transition        |        |     |
| Origin:                 | Unidentified                |        |     |
| Equipment ID:           | Truck2                      |        |     |
| VIN:                    | unknown_vin                 |        |     |
| Vehicle Miles:          | -584                        |        |     |
| To:                     | 13mi S Fairmount, NY        |        |     |
| From:                   | 14mi E Kill Devil Hills, NC |        |     |
| End:                    | Aug 02, 2018 07:56 PM       |        |     |
| Start:                  | Jul 30, 2018 12:31 AM       |        |     |
| Lyon.                   | Driving                     |        |     |

## **16 Warning Features**

#### Note:

- Odometer field is displayed for edit request(s) made by the Personnel but it is displayed as Vehicle Miles field for edit request(s) made by the Unidentified Driver.

- The Unidentified Driving Event pending edit request dialog has additional details like: **From, To & Equipment ID** compared to that of the Personnel's pending edit request dialog.

#### Audible and Visible Warning

If the driver logged out from the app and the driver does not log onto the ELD, as soon as the vehicle is in motion, the ELD prompts a visual and audible warning reminding the driver to stop and login to the ELD.

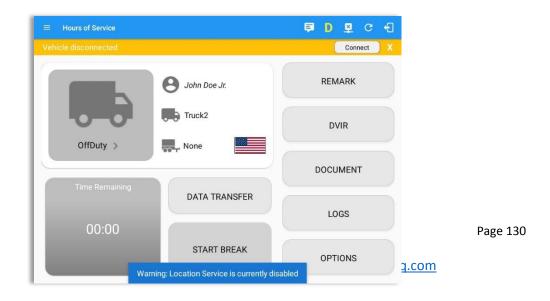
| NexTraq LLC |                    |  |             | _ |   |
|-------------|--------------------|--|-------------|---|---|
|             |                    | NexTr                                  |             |   |   |
|             |                    |  |             |   |   |
|             | Warning!           |  |             |   |   |
|             |                    |  |             |   |   |
|             | You are not curren | tly logged in, stop t                  | the vehicle |   |   |
|             | You are not curren | itly logged in, stop f                 | he vehicle  |   |   |
|             | You are not curren | tly logged in, stop t<br>≤Save Pas     |             |   |   |
|             |                    |  |             | d |   |
|             |                    | <b>⊠</b> Save Pas                      |             | d | I |
|             | ☐ Show Password    | Masave Pas<br>Locin<br>Choose Language | sword       | d | I |
| h           | LJShow Password    | Masave Pas<br>Locin<br>Choose Language | sword       | d | I |
|             | LJShow Password    | Masave Pas<br>Locin<br>Choose Language | sword       | l | I |

An audible alert is also available that can be heard every couple of seconds.

The **visible warning** stays on screen which prevents the driver from using any features of the tablet except from accessing it through the driver icon on the *notification bar*.

#### **Location Services**

If the driver logged into the application without the Location Services turned on, a snackbar will display on the main dashboard and to other screens except for the screens navigated through the Settings menu. However, when the Location Services of the device is enabled then the snackbar will no longer display.





#### Lock Screen

All warnings acquired by the authenticated driver while driving, will be displayed on the lock screen and remains on screen along with a countdown (to 00:00) being displayed however the text will dim down after 15 seconds to not distract the driver. The normal text color (black or white, depending on day/night mode) will be displayed upon tapping of the screen.



Notes:

- If the driver stops driving while one of the checkboxes is enabled the driver can still uncheck the "Off Road" or the "Toll Road" through the Options screen > Remarks.
- Country flag displayed indicates which ruleset the driver is on: USA ruleset or Canadian ruleset.

# 17 List of Login Errors

These are the different error messages that appear upon an incorrect login. Follow the steps that follow to determine the cause of the error and to mitigate the problem.

| Login Errors | Mitigation Steps |
|--------------|------------------|
|--------------|------------------|



| No Internet Connection. Check your network connection.   | Ensure that the tablet/mobile phone is connected to a data network or Wi-Fi network.   |
|--|--|
| Invalid user id or password.   | Ensure that the email address and password are correct and valid. The password should match the valid email address.   |
| Unable to communicate with HOS<br>server. Check your internet<br>connection. Continue without<br>syncing?                    | Contact NexTraq LLC support at <u>800-358-6178</u> or send an email to <u>ELDsupport@nextraq.com</u> .   |
| A timeout error has occurred.  | Ensure that the tablet/mobile phone is connected to<br>a data network or Wi-Fi network with internet access.<br>If issue persists, try again later or contact NexTraq LLC<br>support at <u>800-358-6178</u> or send an email to<br><u>ELDsupport@nextraq.com</u> . |
| An unknown error has occurred.   | Contact NexTraq LLC support at <u>800-358-6178</u> or send an email to <u>ELDsupport@nextraq.com</u> .   |
| Username is required.  | Ensure that the username field is not empty.   |
| Password is required.  | Ensure that the password field is not empty.   |
| Login timed out.   | Ensure that the tablet/mobile phone is connected to a data network or Wi-Fi network with internet access.  |
| An error has occurred while<br>creating the account. If the error<br>continues please contact NexTraq<br>LLC for assistance. | Try logging in after a few minutes and if error persists, contact NexTraq LLC support to <u>800-358-6178</u> or send an email at <u>ELDsupport@nextraq.com</u> .   |
| An error has occurred while retrieving account details.  | Contact NexTraq LLC support at <u>800-358-6178</u> or send an email to <u>ELDsupport@nextraq.com.</u>  |
| An error has occurred while setting<br>up the account. Please contact<br>NexTraq LLC for assistance.                         | Contact NexTraq LLC support at <u>800-358-6178</u> or send an email to <u>ELDsupport@nextraq.com.</u>  |
| Check account configuration  | Ensure that the driver and the asset are in the same Visibility Sets and has a role Driver role.   |
| Error creating unidentified driver account   | Try logging in after a few minutes and if error persists, contact NexTraq LLC support to <u>800-358-</u>   |



|   | 6178 or send an email at ELDsupport@nextraq.com.  |
|---|---|
| A non-driver accounts cannot be login as co-driver.   | Ensure that the user account has a role Driver role.<br>Personnel accounts are not allowed to log in as co-<br>drivers. |
| Your NexTraq LLC version is<br>< <b>current build version</b> >. This<br>version is no longer supported.<br>Please upgrade to < <b>latest build</b><br><b>version</b> > or greater for stable<br>operation. | Upgrade the Application to the latest version.  |

